

# KEELBY PRIMARY ACADEMY

**Principal:** Ms Annabel Cowling  
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22<sup>nd</sup> November, 2019

Dear Parents/Carers,

## Foundation Stage and KS1 (Y1/Y2) Christmas Performances



The above performances will be held during the afternoons of Wednesday 11th and Thursday 12<sup>th</sup> December. Foundation Stage will perform their play and Y1/Y2 play will follow after an interval. Please see detailed notes below regarding the performances.

As you will appreciate these performances are always extremely popular and can become crowded so we do need to know, in advance, how many seats you will require. Please only attend one performance.

Those watching the FS performance can leave afterwards allowing room for the audience of Y1/Y2 children. We hope this will allow more relatives to watch the individual performances and allow us to keep within our seating limits. We will also be having lunches at 11.45 a.m. so we can start a little earlier but we do need to clear the hall before we can open the doors so times are approximate.

**If you have a child in Foundation Stage** - these performances will start at 1.30 p.m. on both days. Doors will open at approx. 1.15 p.m. and entry will be via the main entrance. After the performance has finished you will have approx. ten minutes to take photos of children in their costumes. We would then ask that you leave via the main entrance. Children will leave at the end of school as normal.

**If you have a child in Y1/Y2** - these performances will start at 2.30 p.m. (entry via the side gate, doors open at approx. 2.15 p.m.). After the performance (approx. 3.10 p.m.) you will have chance to take photos of children in their costumes. We would then ask that you leave via the side gate and collect your children as normal.

**If you have children in FS & Y1/Y2 (or you would like to watch both performances)** please make sure you let us know how many seats you will require for both performances.

P.T.O.

Can you please take note of the following:-

- you will need to return the slip to let us know how many seats you will need
- small children/babies will need to sit on an adult's knee
- any buggies will need to be left outside on the playground or outside the main entrance
- please advise Mrs Sparling (via the slip) if there will be anyone attending using a wheelchair or will need a seat reserving due to a disability
- we can only open the gates when the hall has been cleared after dinners and we have put the chairs out so please don't arrive before 1.15 p.m.

Wheelchair access is available at either entrance but we recommend you enter via the main entrance a little earlier so the office staff can guide you to your reserved seats.

If you have anyone who cannot attend the above performances because of shift work etc. we do have limited spaces available at the dress rehearsal on Wednesday, 11th December at 9.30 a.m.. Please contact Mrs Sparling beforehand to reserve a seat.

**NB:** For security reasons the side gate will remain locked after the performances have started. (There will still be fire doors available in the event of an emergency).



You are all invited to the KS2  
Carol Concerts at Saint Bartholomew's Church  
6.30 p.m.  
Y3/Y4 Monday, 9<sup>th</sup> December  
Y5/Y6 Tuesday, 10<sup>th</sup> December



Could you please take the time to read the attached notes concerning the performances on 11<sup>th</sup> and 12<sup>th</sup> December. Thank you.

Yours sincerely,

Ms Cowling

**Seats** - Please return the slip to let us know how many seats you require (these will not be reserved but will give us an idea of how many chairs to set out). It is VERY important you let us know if these numbers change. Please indicate on the slip if anyone in your group would need wheelchair access or would need a seat reserving because of a disability. We feel we will be able to get everyone into the hall but if we do find we have exceeded our capacity we may have to ring parents who requested more than six seats.

**Photographs/Filming** - Some photographs will be taken at the dress rehearsals and will be available for you to look at on the school website but you will have the opportunity to take your own after each performance. You will be able to film the performances from your own phones. However, any photographs/filming must be for your own personal use and not placed on social networking sites - please make sure friends and family know this as well. We would also ask that when using your phone you are considerate to those around you and the use of phones for the purpose of taking photos/filming are taken from your seat or please stand at the edge of the hall (if room allows).

**Stiletto heels** - Please don't wear these as they damage our hall floor.

**Parking** - Please do not park in the Nag's Head car park or opposite their car park; this causes problems for regular customers and delivery vans. We would recommend parking along Yarborough Road and Broadway. We have been known to interrupt a performance to ask for a car to be moved!!

**Collection** - We will be asking for donations at our concerts and we will send these to Viking FM's Mission Christmas Appeal (Please see our website for more details).

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Please return this slip to request seats by the end of school on Friday, 29th November.

**KEELBY PRIMARY ACADEMY - CHRISTMAS PERFORMANCES**

**Names of pupil(s):** \_\_\_\_\_ **Yr(s):** \_\_\_\_\_

Can you please indicate how many seats you will require:-

**Wednesday, 11<sup>th</sup> December**

FS performance \_\_\_\_\_ Y1/Y2 performance \_\_\_\_\_

**Thursday, 12<sup>th</sup> December**

FS performance \_\_\_\_\_ Y1/Y2 performance \_\_\_\_\_

I confirm that photographs/filming will be for the family's personal use and not placed on social networking sites.

Signed: \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_