



St Joseph's Catholic Primary School
Coast Road, Blackhall, Hartlepool, TS27 4HE
Tel/Fax: 0191 586 4308 Email: office@stjosephsblackhall.net
Website: www.stjosephsblackhall.net



Head Teacher: Mrs L Ashton Chair of Governors: Clare Sutherland

Wednesday 16th September 2026

Dear Parent/Carer,

No More Sleeping Performance – Pupil Collection Details

On Wednesday 23rd September 2026, your child will be performing in the No More Sleeping Production at Newcastle City Hall. The performance will begin at 7:15pm and doors will open at 6:30pm. Your purchased tickets will be distributed to you by the end of this week.

At our Trust, the safety and wellbeing of every child is paramount. With such a large number of pupils and families attending this event, we kindly ask all parents and carers to follow the dismissal arrangements provided. Your co-operation is essential in helping us ensure every child is reunited safely with their family. Thank you for your support and understanding.

Dismissal Arrangements

To ensure a safe and orderly departure from City Hall, all pupils will be dismissed from the stage door at the front of the auditorium. **Please complete the slip attached and return to school by Friday 18th September**, indicating who will be collecting your child after the performance.

Collection Procedure

1. Parents/carers are asked to remain seated until their child's school is called forward for collection. Please listen carefully to the name and location of the school as a Trust we have a number of schools with the same Saints names.
2. Schools will be dismissed one at a time, beginning with those travelling the furthest distance.
3. Announcements will be made when each school is ready for collection.
4. Please do not approach the stage door until your child's school has been called.
5. School staff will escort pupils to the stage door and will personally hand each child over to their parent/carers.
6. After collecting your child, please exit immediately via the doors from the stalls onto **Collingwood Street**. This will help us manage the flow of people safely and efficiently.



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7. Please avoid gathering or crowding around the stage door. Crowding the area will slow down the dismissal process and make it more difficult for staff to safely and efficiently reunite pupils with their parents/carers.
8. If crowding does occur, we will need to temporarily pause the dismissal process until parents/carers have moved away from the stage door and surrounding access routes, ensuring there is a clear space for pupils and staff to enter and exit safely.

We are aware that this process may take a little time, and we greatly appreciate the patience, support and cooperation of everyone involved. By remaining seated until your child's school is called, avoiding congestion around the stage door, and exiting via Collingwood Street after collection, you will help us ensure the safe and efficient dismissal of all pupils. Please note that if crowding occurs around the collection area, dismissals may need to be temporarily paused until the area is clear.

Thank you for your understanding and support.

Yours sincerely,
Mrs Ashton
Executive Headteacher



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No More Sleeping – Performance – 23rd September 2026

Child's Name

Year Group

On Wednesday 23rd September 2026, following the No More Sleeping Performance, my child will be collected by..... from the stage door at the front of the auditorium.

Signed

Date

Print Name.....