

# Oaks Primary Academy

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**Principal: Mrs Jane Tipple**

**Executive Principal: Mrs Debbie Biggenden**

6<sup>th</sup> December 2017

Dear KS2 Parents/Carers,

RE: Christmas Carol Service

As you are aware, we are holding the KS2 performance on Tuesday 19<sup>th</sup> December 2017. As previously, due to the number of students now attending the academy, we will be holding 2 performances, the first at 2:00pm and the second at 5:00pm.

For the afternoon performance at 2:00pm young children and babies will be welcome but we ask that you kindly exit the hall if your child does become noisy or restless as this will distract the pupils during their performance. Due to the limited space we will be using the Oak Room as a buggy and pram park. The gates will be opened at 1:45pm for a prompt start at 2:00pm and the performance will finish at approximately 3:00pm. For the evening performance the gates will open at 4:45pm for a prompt start at 5:00pm but young children and babies are not allowed at this time.

In order to prevent parents having to make too many journeys to and from the school, we will be keeping the children from 3:15pm until after the evening performance. We will give them a light tea between the end of the school day and the start of their next performance. Parents not attending the later performance will need to collect their child at 6:00pm. If these arrangements cause any problems, please advise the school as soon as possible.

In order to meet with Health & Safety regulations, we will be issuing on a first come basis a limit of 2 tickets per performance per child at a cost of £1.00 per ticket. The money contributed from the tickets will be used to cover the cost of the children's light tea and any additional funds will be donated to a local charity. To reserve your tickets please complete the form below and return to your child's class teacher. The tickets will be issued on Friday 15<sup>th</sup> December 2017.

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**To be completed and returned by Thursday 14<sup>th</sup> December 2017**

Child's name \_\_\_\_\_ Class \_\_\_\_\_

I would like \_\_\_\_\_ tickets (max 2) for the afternoon performance (2:00pm)

I would like \_\_\_\_\_ tickets (max 2) for the evening performance (5:00pm)

I enclose £ \_\_\_\_\_ (£1.00 per ticket).