

Dear families,

Harmonize started yesterday, and I am emailing with some reminders of our routine, including what everyone can do to help it run smoothly and safeguard our children at pick-up time.

- If your child is in Harmonize, you will have received a confirmation letter with their name printed on the top. This was sent home with all Harmonize children on Tuesday 5th September. Children were asked back in July to confirm their name on the register, and again when letters were brought to them on the first day. However, if you received this in error, or your child has since changed their mind, please contact us either at Reception or on Harmonize@tma.bucks.sch.uk as soon as possible. Our waiting list is extensive: lots of children missed out and are really keen to join, so if your child has a place they do not want, we need to give the opportunity to another child before it becomes too late for them to catch up. At TMA we are very clear about what Harmonize involves, I talk to children in all year groups about the songs we will learn, the concerts we will attend, and how much practise is involved. We want children to be excited about singing and committed for the year.
- If you have not received a confirmation letter, but your slip was returned by the deadline, your child is on the **waiting list**. If you do not hear anything by Friday 21st September, there are no places available at this time, and you will need to look out for Harmonize sign-up information in June ready for next year. **We are unable to take any more Harmonize slips – the waiting list for Harmonize 2023 closed on Friday 8th September.**
- We want your child to attend every week. If their attendance is low, we will cancel their place. We build on our learning every week; missing rehearsals impacts not only your own child, but the rest of the choir.
- We understand that appointments and fixtures can sometimes clash with Harmonize, and so if your child is not attending, let us know **before** the day of rehearsal on Harmonize@tma.bucks.sch.uk. This enables us to release your child at the end of the school day with their class. If you do not inform us in time, it will delay collection of your child. If you arrive to collect your child during the rehearsal and we have not been given at least a day's notice, you will need to wait until a break in rehearsal so that we can release your child. We are unable to stop a high-energy rehearsal at short notice.
- Collection of your child from Harmonize is **4:30pm from the Hall**. We understand that sometimes things happen that can delay you, but if you are more than 10 minutes late we will utilise the Kidz Club system and there will be a fee. If you are late consistently, your child will be unable to continue in Harmonize.
- We will only release your child to you. If you have an arrangement with another parent, or you wish for your child to walk home on their own at 4:30pm, we need that in writing or we will challenge you at the door. **This is for safeguarding**. I really appreciate those parents who have been patient as we establish the new routine, so thank you for understanding if I spoke to you on the door yesterday. Harmonize is a massive club, and we want your child to be safe at all times.

If you have any further questions, please email me on Harmonize@tma.bucks.sch.uk. Please do not email requests to join, I cannot accept email requests and the waiting list is closed.

Many thanks,
Em Marshall
Head of Music & Performing Arts