

Dear parent/carer,

The Year 4 productions are taking place on Tuesday.

The children will be performing at 2pm and 4:45pm, so we are expecting them to stay after school until 6pm. Your child may bring a snack to eat after school, and this should follow our usual guidance for breaktime food (no nut products, thank you).

Thank you to those of you who have secured your place in the audience for the productions. We can only admit audience members with tickets. Anyone arriving without a ticket cannot be admitted, we have a maximum capacity for our hall and cannot go over this for fire regulations. Paper tickets that have been secured through ParentPay are coming home today, and these enable us to admit you promptly. If you have misplaced your ticket, please be reassured that we will have a list of tickets on the door, but this may involve a longer wait to be admitted.

Please arrive in good time for the start, especially if you do not have your paper ticket; we will be opening the hall doors around 10 minutes before each performance begins so that you can find your seats. The shows will begin promptly, and the doors will be closed at 2:05pm and 4:50pm respectively. Once the children have begun performing, we are unable to admit any further audience members. Late arrivals have proved very disruptive on previous occasions, and although we do understand that it can be difficult to arrive in time, our children deserve the best chance to succeed without interruption. Please do not knock on our hall fire doors: if they are closed, it is too late to admit you. We are unable to admit audience members through Reception for the performances. Photos and videos are prohibited at all times – you do not have consent to photograph or video any part of the production or any children. This is for safeguarding purposes and copyright restrictions. Please keep your phone out of sight at all times while the children are in the hall, and either off or on silent, or you may be challenged.

Collection of the children on Tuesday evening is 6pm promptly from the hall, we aim to run to time and we thank you for your understanding should unforeseen circumstances mean we overrun.

Many thanks,

Em Marshall & the Year 4 Team