27 November 2015

Dear Parent

**Christmas Performances 2015**

Christmas performances will take place on the following dates:

Monday 7 December Parents Performance

1.45pm Key Stage 1 – ‘Christmas around the World’

2.30pm Lower Key Stage 2 – ‘Straw & Order’

Tuesday 8 December 2.00pm - Parents Performance

 Key Stage 1 – ‘Christmas around the World’

Tuesday 8 December 6.30pm - Parents Performance

Lower Key Stage 2 – ‘Straw & Order’

Wednesday 9 December 2.00pm - Parents Performance

Lower Key Stage 2 – ‘Straw & Order’

Wednesday 9 December 6.30pm - Parents Performance

 Key Stage 1 – ‘Christmas around the World’

Friday 11 December 10.30 – 11.00am and 2.45 – 3.15pm – Parents Performance

 Foundation Stage – ‘Christmas Surprise’

Wednesday 16 December 5.30pm – Parents Performance

 Upper Key Stage 2 – ‘Carols by Candlelight’

For evening performances, all children should return to school at 6.10pm in order to get changed and ready for a prompt start of the show. Children do not have to return to school in their uniform.

We will allocate 4 tickets per family for the Key Stage your child/ren are in. Tickets will not be issued for Upper Key Stage 2 (Hazel, Cedar and Acer classes) or Foundation Stage (Holly and Willow classes). Each family will be allowed a maximum of 2 tickets, from their allocation of 4 tickets, for an evening performance. **There will be no possibility of additional tickets for the evening performances.** Grandparents and or older brothers and sisters are more than welcome to attend a performance on any day, providing they have a ticket from your allocated number. Brothers and sisters without a ticket **will not be admitted**. Please do not feel that you have to attend each performance for your child. We respectfully request that in fairness to all families, if you have seen an afternoon performance, you do not need to attend the evening performance, where demand for tickets is at a premium.

Lower Key Stage 2 – Poplar, Maple and Beech Classes

Key Stage 1 – Cherry, Oak and Elm Classes

For Health and Safety reasons we need to monitor the number of guests who will be attending the performances.

On Monday 7 December we have made the following arrangements:

If you have children in both performances you will be given priority for tickets on this afternoon. The Key Stage 1 performance is at 1.45pm. If you do not have a child in the Key Stage 2 performance, we respectfully ask you to leave at the end of the Key Stage 1 performance in order to make room for the Parents of Key Stage 2 children. At 2.15pm Parents of Key Stage 2 children may arrive for the Key Stage 2 performance at 2.30pm.

Tickets for the performances may be reserved for your family by filling in and returning the attached request form to the school office by **Thursday 3 December**. Please note we do not charge for tickets but we will be holding a collection at the end of each performance. This year we will be placing donations to St Elizabeth Hospice.

**We are unable** to accommodate younger brothers or sisters of the children performing. However, we do offer a crèche facility for the afternoon performances.

Crèche facilities will be available for each of the afternoon performances on Monday 7, Tuesday 8 and Wednesday 9 December. When requesting your tickets for the shows, please list your child's name and age on the booking form, if you would like them to have a place in the crèche.

Year 5 and 6 children will be sharing an evening of ‘Carols by Candlelight’ on Wednesday 16 December at 5.30pm. We are hoping to have this event in the school grounds. If the weather is inclement, the evening will be held indoors. The Friends of Wood Ley have kindly offered to provide refreshments for this occasion. All family and friends of Year 5 and 6 children are warmly welcome to attend.

Details of the ‘Christmas Surprise’ to be presented by the Foundation Stage children (Holly and Willow classes) will be sent to Parents in a separate letter.

The rules regarding taking photographs have changed. We are now able to permit the use of cameras, but **please** be respectful of the needs of the children. Photographs are a wonderful momento of events in your children’s lives but please be mindful that flash photography can cause distraction for the children performing and for members of the audience.

We are sure that this year’s performances will be most successful and we hope that you will be able to come and enjoy them too!

Yours sincerely

**MRS S RENWICK**

Headteacher