



Stamford Green
Primary School

PTA



10 November 2016

Dear Parents/Carers,

PTA Children's Christmas Disco – Wednesday 30 November 2016

On Wednesday 30 November, the Starlights Disco organised by the PTA will take place. The children enjoy the event so much and to make sure they all arrive and leave safely, please read on to find out where your child can be collected from at the end of either the Reception Disco at 3.00pm, Y1 and Y2 Disco at 4.05pm or the KS2 Disco at 5.30pm. The West Gate will be open but you will need to buzz to gain entry.

Please note that you must purchase your disco place on Tucasi by 4pm on Tuesday 29 November. The cost of your child attending the disco is £4.00. Strictly no places will be available on the day so please get organised to avoid disappointment. No physical tickets will be issued as Tucasi will be used to print a register.

YR Disco: 2.10 – 2.55pm

Teachers will help the children get changed before the disco so please could you send in their disco clothes that morning. Parents should collect their children from either the East or West Gate as usual at 3.00pm. The teachers will bring the children to the gates after the disco has finished.

Y1 and Y2 Disco: 3.05 – 4.05pm

Please can we ask parents with children in Y1 and Y2 who are attending the disco **not** to go to your child's class at 3.05pm. The teachers will help your child get changed and take them safely to the disco as it starts at 3.05pm. Therefore, children's disco clothes should be bought into school by the children in Y1 and Y2 on the morning of Wednesday 30 November – the day of the disco. Parents with children in Y1 and Y2 who are going to the disco will therefore not need to come to school until 4.05pm to pick them up. Your child will **not** need any money to spend at the disco.

Y1 and Y2 Collection

Please use the East Gate for access.

Mrs Williams with **1W** will leave via **RV's outside door**.

Mrs Rajeev with **1R** will leave via **RD's outside door**.

Mrs Sayers with **1S** will leave via **Mrs Druce's new office outside door**.

Miss Burgess with **2B** will leave via **the new staffroom outside door near the East Gate**

Mrs Glaister with **2G** will leave via **the new staffroom outside door near the East Gate**

KS2 Disco: 4.15pm – 5.30pm

The doors will open at 4.15pm.

Y3 and Y4: Please can children in Y3 and Y4 enter the school via the South Gate and register with a member of the PTA in the **KS2 cloakroom before entering the disco**.

Y5 and Y6: Please can children in Y5 and Y6 enter the school via the main door by the office and register with a member of the PTA.

KS2 Collection

Please use the East Gate for access.

Mrs Smith and Mr Loughlin with **3S and 3L** will leave via **RV's outside door**.

Mrs Spooner and Miss Jenkins with **4S and 4J** will leave via **RD's outside door**.

Mr Vidal and Mrs Peters with **5V and 5PJ** will leave via **the new staffroom outside door near the East Gate**

Miss Bidwell and Mrs Beunderman with **6SB and 6KB** will leave via **Mrs Druce's new office outside door.**

Y6 children will not be allowed to leave alone unless permission has been previously sent in.

Water bottles will be kept in school at 3.15pm to be used at the disco.

Parents will have access to the classrooms outside doors, via the East Gate entrance, which is to the right of the office. The gate will be open so that parents can wait near the appropriate outside door that their children will leave from.

Things to note

Please be patient, your child will be released by a teacher as quickly as possible but safety is always of paramount importance.

If your child is off school on Wednesday 30 November, they will not be allowed to attend the disco and unfortunately refunds are not available.

Please can you inform the office if your emergency details will be different to those currently held by the school.

Children attending Sunset

If your child is in Y1 or Y2 and attending the disco, class teachers will help the children change into their disco clothes and take the children to the disco at 3.05pm. If your child normally goes to Sunset on a Wednesday, Sunset staff will collect your child when the disco has finished at 4.05pm and take them back to Sunset for their high tea.

If your child is in KS2, they will go to Sunset after school, at 3.15pm, have their high tea and change for the disco. A member of staff will then take the children to the disco at 4.15pm. The KS2 disco finishes at 5.30pm. If you would like a member of the Sunset staff to collect your child and bring them back to Sunset at 5.30pm please let Miss Popovici (popovicio@stamford-green.surrey.sch.uk) know. Otherwise please see the above for collection details.

Children attending internal/external after school clubs

All clubs will be running on Wednesday 30 November but some may relocate to a different classroom. Please can you let the teacher know if your child will not be attending their club on the evening of the disco.

If your child is attending a club they should bring their clothes to school with them in the morning. The teacher taking the club will then escort them to the appropriate entry point for the disco.

Year 6 Parents only

If you are not going to be collecting your child from the school disco on Wednesday 30 November at 5.30pm please complete this permission form and return it to your child's class teacher. We are unable to release any children to walk home alone unless this form is completed and returned to your child's teacher.

Y6 Children Only – Please return to your child's teacher

I give permission for from classto walk home unaccompanied.

Signed (Parent / Carer) Date

Contact number

If you do not have access to a printer you can write the information on a piece of paper and send it in or alternately hard copy will be available for you to collect from the office.

Please also feel free to email bidwells@stamford-green.surrey.sch.uk