

Dear Parent

**WINTER DISCO - MONDAY 16 DECEMBER 2019 at 4:15 – 5:15pm - £5**

**Cost:** £5 per child including entry, drinks and snacks.

**Bookings:** You can book your child's place by completing the slip below and handing it in at the hut on the playground from **Monday 2 December to Wednesday 4 December 2019 between 8:30-8:45am only**. Payment can only be made via **ParentPay**. Cash will **not** be accepted. Please use your normal ParentPay log in details and pay into the Disco account. Payments should not be made to any other account e.g. dinners, breakfast club. If you need to pay using a barcode letter, these will be sent out when all booking slips have been received. Slips cannot be accepted after Wednesday 4 December or after spaces have run out. **We have only 150 spaces available as numbers are restricted by Fire Regulations**. Refunds cannot be given.

**Arrival:** Children must go home straight after school and return for the disco.

Please drop children off in the **playground** at **4:15pm** by the school hall.

**Collection:** Children should be collected from the **hall**, via the playground, at **5:15pm** (no later).

Any child collected late may not be allowed to attend future discos.

**Children are not allowed to walk home alone. ALL CHILDREN MUST BE COLLECTED.**

**Rules:** No mobile phones or wheelies are allowed at the disco, please.

No adults will be required to assist on this occasion as the disco will be run by staff in-house.

Yours sincerely

Helen McGovern

**Headteacher**

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**WINTER DISCO BOOKING SLIP – MONDAY 16 DECEMBER 2019**

*Please hand to the "Disco Stall" in the playground from Monday 2 December to Wednesday 4 December 2019 from 8.30-8.45 am only*

I would like to book a place for my child ..... of class ..... to attend the disco. I understand that my child must be collected at 5.15pm and I must pay £5 per child via ParentPay. I also understand that children are not allowed to walk home on their own.

Signed: ..... (parent)

Contact phone number: ..... (essential)

The person collecting my child is: ..... (essential - please print)

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