

St. Margarets, Stevenage, Hertfordshire, SG2 8RG

Headteacher: Ms Lynsey Young
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KSI CAROLS AROUND THE TREE

Dear Parents/Carers,

The countdown to Christmas is now beginning! The performances for KSI are on Tuesday 10th December at 2pm and 6pm and Wednesday 11th December at 6pm. We hope that all children will be able to take part in all performances. If you know that your child will be absent for a performance, it is important that you tell your child's teacher as soon as possible. Productions are likely to last less than an hour.

We are expecting these performances to be well attended and so that everyone can be accommodated, we ask that you only attend one performance. We do make a specific request that any pre-school children or babies attend our afternoon performance as this has been specifically arranged to accommodate this. The children work very hard at rehearsing and they are often quite nervous so they deserve to be able to perform without disruptions. The rest of the school get their chance to watch the performance by attending the dress rehearsal earlier in the week.

We will issue tickets for the performances, please fill in the attached slip (Max. 4 places per family) to reserve your place/s. To abide by Health and Safety rules, admission will be strictly by reservation and ticket only.

We hope that all requests for places will be able to be met. Please return the reservation form below to the school office by no later than 9:00am on Friday 6th December. If requests for places are greater than the number of seats allowed, we will ensure that all families receive at least some

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places. If order forms are received after Friday 6th December, we cannot guarantee that there will be places available.

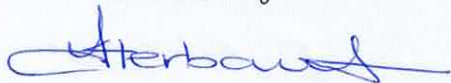
Parents may record performances but are reminded that these are for personal use only and must not be uploaded to any internet sites.

If you have a disability and require additional support, please let the office know so that we can make suitable arrangements.

We are looking forward to hearing the children's beautiful singing. If you are unable to watch the performance, please ensure that someone is on time to collect your child at the end of the show.

Children should return to school at 5.30pm for the evening performances at the main entrance. Please collect your children after the performance from the outside door of your child's classroom.

Yours sincerely



Mrs Herbaut

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KSI CAROLS AROUND THE TREE REPLY SLIP

Child's name:

Child's class name:

Please write the number of tickets that you would like for each performance bearing in mind that the maximum permitted is 4 per show.

Tuesday 10th December 2pmTickets

Tuesday 10th December 6pmTickets

Wednesday 11th December 6pmTickets

I agree that in taking images / video footage of my child / ren that this will be for personal use only and that this will not be placed or shared on any social media platforms or websites.

Parent / Carers name:.....

Signed:.....