Headlands Community Primary School

Oak Tree Lane, Haxby, York. YO32 2YH
Telephone/Fax: 01904762356
Email:headlands.primary@york.gov.uk

Friday 28th February 2025

Year 3 /4 Class Celebration Assembly

Dear Parents/Carers,

We are delighted to invite you to our Class Celebration assembly where we will celebrate all of the wonderful work we have done in Year 3/4 so far this year. Each class in Year 3/4 will have their own assembly where parents are invited to come and view a range of exciting artwork, dancing, music and more.

Year 3/4 Green (Miss King) - Monday 24th March at 2.30-3.15 pm
Year 3/4 Red (Mrs Grace-Britton/ Fowler) - Thursday 27th March at 2.30-3.15 pm
Year 3/4 Blue (Miss Welch) - Friday 28th March at 2.30-3.15 pm

The doors will open at 2.15 pm for a 2.30 pm start. At the end of the assembly, the children will return to their class and we will undertake our 'normal end of day procedures' with the children brought round to the KS1 playground at 3.25 pm.

We will provide: **2 tickets per family** for your child's assembly. This ensures that all families have equal opportunity to watch their child. Once you have your tickets, any unwanted tickets may be passed on to other families wanting more tickets. Due to seating restrictions, siblings in school will be unable to accompany you to this assembly.

Whilst the majority of parents will be able to make their own arrangements regarding tickets, Mrs Clare Ahmad (School Governor) has kindly volunteered to support the re-allocation of tickets for those families encountering difficulties. If you have any unwanted tickets or would like any additional tickets, please text Mrs Clare Ahmad on 07712044325. She is happy to be contacted at any time and help redistribute unwanted tickets even up the performance.

If you or anyone in your party have any accessibility needs, please contact Mrs Ahmad in advance of the performance as arrangements cannot be made on the day.

Please also be advised that as each class has its own assembly there are additional tickets available for anyone that would like them. Please contact Mrs Ahmad directly if you would like any more tickets.

Please note that the school office is not involved in this process so any requests must be made directly to Mrs Ahmad.

Safety
As you can appreciate, the health and safety requirements and ticket allocation system will only operate successfully if we work to the following policy:

- Children of any age (from babes in arms to current pupils) will not be able to attend the performances unless they have a ticket. This is because in the event of a fire we need to know the number of individuals within the building. To avoid complications on the day it is essential parents adhere to this as we do not have the capacity to allow extra people, however small, to be present in the hall. If you have any questions or concerns regarding this, please contact Mrs Ahmad directly in advance of the performance.

- In the event that you are able to secure a ticket for younger children, please do not bring pushchairs or prams into school so that evacuation routes can be kept clear ensuring the risk of incident or injury is greatly diminished. They may be stored either outside the building or in the entrance area.

- To ensure this policy is operated successfully, **only ticket holders** will be allowed into the performance. Any issues regarding missing tickets please contact Mrs Ahmad as soon as possible in advance of the performance. Please do not turn up without your ticket.

- There will be no charge for tickets, however, programmes are available to purchase for 50p and photographs for £1. Please note this is cash only payment on the day so don't forget your change.

Photographs and Video

There will be some parents who wish to take photographs or video the performance. Due to safeguarding, please **do not share any images of any other children on any social media site**. Images of the performance are for **personal use only.**

We will have photographs of the children displayed in the entrance and available for you to purchase from the Parents Forum.

As always, we thank you for your ongoing support and hope you are able to join us in celebrating all the wonderful work your child has done.

Kind regards,

Year 3 / 4 Team