



# Headlands Community Primary School

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Monday 27<sup>th</sup> February 2023

## **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- Monday 20<sup>th</sup> March at 2.30-3.15 pm

Year 3/4 Blue- Tuesday 21<sup>st</sup> March at 2.30-3.15 pm

Year 3/4 Red- Thursday 23<sup>rd</sup> March at 2.30-3.15 pm

The doors will open at 2.20 pm for a 2.45 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 in exchanging 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, require a swap, or would like an additional ticket, 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 as she may have parents on a 'waiting list'. Please be aware that tickets are limited and she will do her very best to accommodate your requests. Please note the school office is not involved in this process.

### **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:

1. Pre-school siblings will not be able to attend the performances unless they have a ticket. We cannot allow children of any age to sit on laps. 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.

2. In the event that you are able to secure a ticket for younger siblings, 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.
3. To ensure this policy is operated successfully, **only ticket holders** will be allowed into the performance.
4. There will be no charge for tickets, however, programmes are available to purchase for 50p and photographs for £1.

### **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 priced £1.00.

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

