



# Coopers Lane Primary School

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**Head Teacher: Mr Paul Hooper**

7<sup>th</sup> December 2018

Dear Mums, Dads and Carers,

## Re: Year 1, 2 and 3 Christmas Production Schedule

Please see below the schedule for the Years 1, 2 and 3 Christmas production.

- Children to be collected from school at normal school time, 3:15 pm.
- Children will need to be back at school to get ready for their performance at 5:30 pm and will be met at the key stage 1 gate by staff. The gates will not open until 5:30 pm so please do not arrive earlier.
- If your child is unable to return back to school, you will need to inform your child's class teacher as soon as possible.
- Adults will be asked to queue outside the key stage 1 building and will be allowed entry from 5:45 pm.
- The show will start at 6:00 pm promptly so please ensure you do not arrive late.
- After the performance all parents will be asked to make their way into the key stage 1 playground. The children of Year 1 and 2 will be collected from outside their classrooms as normal. Year 3 children will be collected from the reception building.
- Any parents and carers that are not watching the performance, please kindly collect your child at approximately 7:15 pm by using the KS1 gate.
- Parents or carers and their children can then leave via the gate in the key stage 1 playground.

Please can parents be aware that there may not be parking spaces available on Pragnell Road, so you may need to park a little further away and walk to the school. When parking, can you please also be considerate to our neighbours and not park in or across their driveways.

We will be holding our PTA Christmas Raffle at each performance and shaking a bucket for any loose change you wish to contribute towards costumes and scenery.

We look forward to welcoming you to watch the Christmas production that the children have worked so hard on.

Yours sincerely,

Paul Hooper  
Head Teacher