



Dear Parents,

**PTA CHILDREN'S DISCO ARRANGEMENTS**  
**Thursday 17<sup>th</sup> October 2024**

Please take note of the following arrangements for Thursday's PTA Disco.

Foundation Stage and KS1 – 5.45 – 6.45pm

KS2 – 7.00 – 8.00pm

Please drop off at the main door. Please do not enter the hall unless you have organised with the P.T.A. to stay and help supervise. The reason for this is that I have ensured all children are allocated a ticket which means that the hall will be full. Consequently, there is not enough room for you to sit and wait. I have arranged for plenty of staff from all departments to be supervising on the night.

PLEASE COLLECT YOUR CHILD FROM THE FORUM HALL AND NOT THE MAIN ENTRANCE. We will send your child through to the forum, class by class.

Please do not enter the main hall as it makes it difficult for us to monitor who goes home with whom.

**PARKING AND DROPPING OFF**

At the crucial drop off and collection times parking on Vicars Hall Lane is always busy. To try and alleviate the problems and dangers to children walking to and from the disco I will open the pedestrian gate on Boothshall Way so that children can enter and leave through that gate too. Also it would be helpful if parents could park away from school and walk to collect/drop off.

Please help keep the children safe.

Tickets are on sale at the school office from 8.45am daily. Children will need to bring their ticket on the night and will not be admitted without this. We are unable to accept payment on the door.

Thank you.

Yours sincerely,

M Platt  
Headteacher