



Prior Heath Infant School

Prior Road, Camberley, Surrey GU15 1DA

Headteacher: Mrs Ellen McClelland
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www.priorheathinfant.co.uk

8th November 2017

Dear Parents,

This newsletter details Christmas arrangements. Please set aside time to read the information carefully, as this will enable you to plan your diary at what is a very busy time of year for everyone. I would also be very grateful if you could return the necessary forms in good time.

If you have any queries, please do not hesitate to contact the school office.

Yours sincerely

Mrs Ellen McClelland
 Headteacher



Christmas Dates for your Diary – full information is included in the following pages.

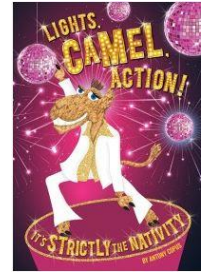
Friday	10 th November	Non uniform day – children able to wear their own clothes to school in return for tombola donation for the PTA Fayre
Saturday	18 th November	PTA Christmas Fayre (11.30am – 2pm)
Monday	20 th November	Last date for Play ticket requests
Friday	1 st December	All Play tickets issued
Monday	4 th December	Christmas Play costumes to be in school
Thursday	7 th December	Christmas Play Photographs
Friday	8 th December (midday)	Last date for DVD orders
Friday	8 th December	Christmas Play Dress Rehearsal - younger siblings are able to attend with their parents
Monday - Friday	11 th to 15 th December	Christmas Post boxes open
Tuesday - Thursday	12 th , 13 th & 14 th December (9.30 to approx. 10.30)	Christmas Play - adults only (siblings to Friday 8 th dress rehearsal only)
Tuesday	19 th December	School Christmas Lunch
Wednesday	20 th December	Class Parties – children can wear home clothes to school. Further details to follow.
Thursday	21 st December	Pied Piper Theatre Company visiting (am) Term finishes at 2.00pm

THE CHRISTMAS PLAY

The Christmas play this year is a whole school production entitled "Lights, Camel, Action!" As in the past, Year 2 children lead the play, supported by Year 1 children. The Reception children join in for the last 15 minutes of the play.

The dates and times are shown below:

Dress Rehearsal (Siblings welcome)	Friday 8 th December at 9.30am
Performance 1 (Adults only) <i>Professional recording of performance</i>	Tuesday 12 th December at 9.30am
Performance 2 (Adults only)	Wednesday 13 th December at 9.30am
Performance 3 (Adults only)	Thursday 14 th December at 9.30am



Babies / pre-school children

Babies and pre-school children are such an active and vocal audience that they can be a distraction to those performing and also to the rest of the audience. Therefore, all performances will be for adults only. Siblings and their parents are welcome to attend the dress rehearsal on Friday 8th December.

Unfortunately, due to Health and Safety and Fire regulations it will not be possible to accommodate prams or pushchairs in the main hall on Friday 8th December. Empty pushchairs can be 'parked' in the small hall. Thank you.

Tickets

Please find attached a ticket request form which we ask you to complete and return by Monday 20th November. Please note the following information:

- The Christmas productions are always very popular and we do our best to accommodate as many people as possible. We do not charge for tickets, however, in order to be fair to everyone and to ensure that we comply with health and safety regulations on numbers, we can only offer each family the option of **TWO adult tickets**.
- Once all ticket requests have been received and counted, we may be able to offer up to 2 additional tickets per family. Please indicate on your form if you would like to order additional tickets. Thank you in advance for your co-operation.
- As this is always a popular event, we do ask that if for any reason you are not able to use your tickets, **you kindly return them to the school office**, even if this is early on the morning of the performance, in order that another family may use them. **Please do not swop tickets** with other parents as the office keeps a waiting list.
- Please ensure your child/children's name/s are on the form and that the form is signed before returning.
- Entrance to all performances will be by **TICKET ONLY** - **please remember to bring your tickets with you**.
- Please read the important information about photography and videos attached and remember to tick the box on the ticket request form. **Tickets cannot be issued until you have indicated on the form that you have read the Photography and Videos guidance.**

All tickets will be issued on Friday 1st December.

If you require seating for a disabled visitor at any of the performances, please indicate this on the ticket request form or contact the school office.

Christmas Play DVD

Our Christmas production will once again be filmed by a local professional company during the performance on Tuesday 12th December. The cameraman will use two cameras positioned at the front and back of the hall, and then edit the film from both to produce the DVD. The Christmas play is always a very happy occasion and the DVD will provide a lovely memento and possible Christmas gift for relatives. **IF YOU DO NOT WISH YOUR CHILD TO BE FILMED PLEASE NOTIFY THE OFFICE IMMEDIATELY.**

Hopefully having the production professionally filmed will also lessen the impact of personal cameras and videos and improve everyone's enjoyment each day. You will still be able to take photos and videos if you wish, however, we do ask that on Tuesday 12th December when the performance is being filmed that **no flash photography** is used. We also ask that no-one stands up in the audience to take photos and that anyone using a tablet device stands at the back in the designated area.

The cost of the DVD will be £9 (no profit will be made by the school). To order your copy please complete the form below and return, with payment by cash or cheque, in a sealed envelope marked with your child's name, class and "Christmas DVD", to the school office by midday on Friday 8th December at the latest.

Please note the following :

- A total minimum order quantity of 40 DVDs is required from the school in order to cover production costs and therefore if this quantity is not met by midday on Friday 1st December all monies will be returned.
- Midday on Friday 8th December is the final deadline for orders. This will ensure DVDs will be delivered before the end of term. It may not be possible to fulfil any orders received after this time.
- Orders will be given out via your child's book bag before the end of term.

If you have any queries please e-mail the school office info@prior-heath.surrey.sch.uk

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PRIOR HEATH INFANT SCHOOL

CHRISTMAS PRODUCTION DVD ORDER FORM

"Lights, Camel, Action!"

To be returned with payment no later than midday Friday 8th December

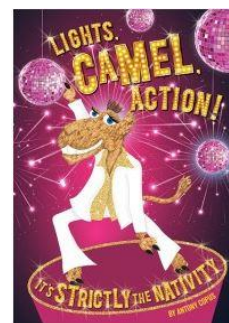
Child's Name:

Child's Class:

Number of DVDs (£9 each)

Total amount enclosed **On this occasion payment by cheque or cash only please** (cheques made payable to Prior Heath Infant School)

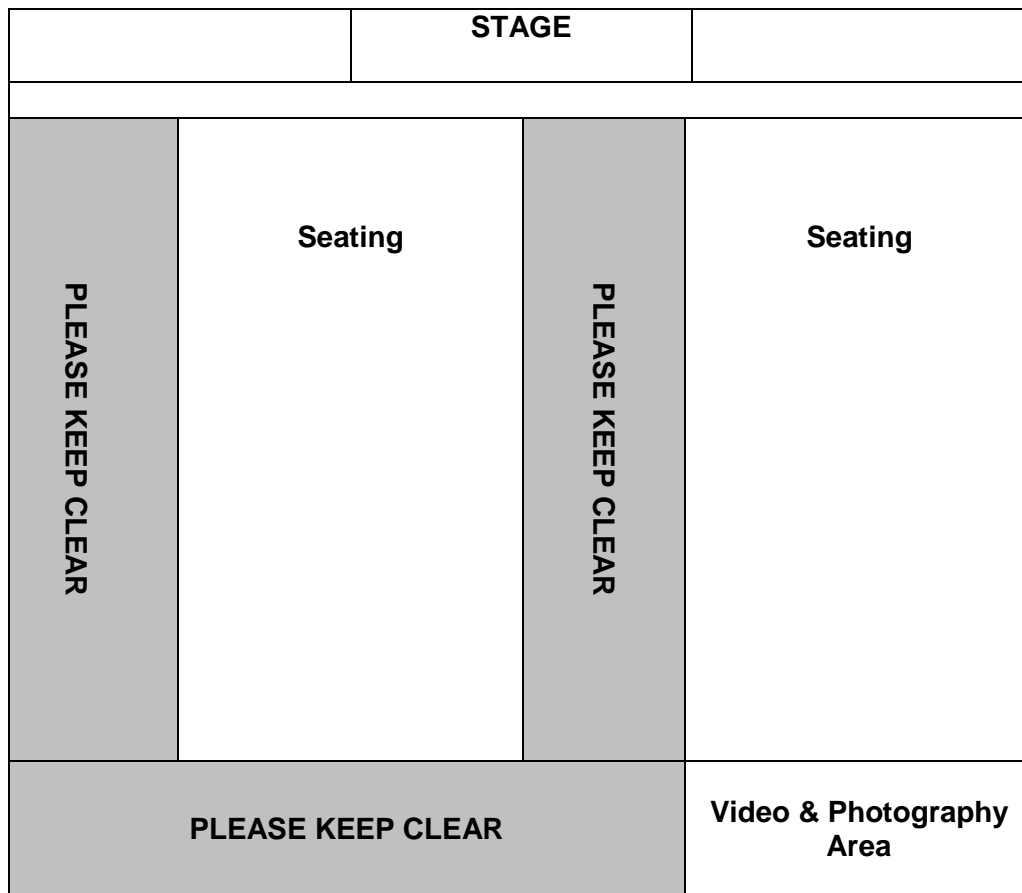
Please tick payment method: Cheque Cash



IMPORTANT INFORMATION - Photography and Videos

Current concerns about the use of photographic images of children have led to very clear guidance being issued by Surrey County Council relating to photography and videoing at school events. Please see the attached guidance on the use of photography and videos at Prior Heath events.

The aisles are used by the children during the performance therefore please do not stand in any aisle. There will be a designated photography and video area to avoid obstruction during the performance (please see diagram below).



Shaded areas **must** be kept clear at all times.

Christmas Play Costumes

Letters will be sent home from the class teachers on Friday 17th November asking you for items of clothing for your child's costume. Please can you ensure that the items are in school by Monday 4th December. Thank you in advance for your help with costumes; it is very much appreciated.

Christmas Play Photographs

The school photographer will be in school on the morning of Thursday 7th December. The children will be dressed in their Christmas Play clothes and photographed in groups. All children in school on that day will be included. There will be an opportunity for parents to see the photographs and order copies before the end of term.

Christmas Post Box

As in previous years, there will be a Christmas post box in each class. Please can you ensure that each envelope has the recipient's FULL NAME as well as CLASS NAME. This will be a great help when sorting cards and ensure that they are not given to the wrong children. As sorting cards is so time consuming at a busy time of year, please use the class post boxes for children and school staff only. Thank you.



The post boxes will operate from Monday 11th December to Friday 15th December.

School Christmas Lunch

The school Christmas lunch is on Tuesday 19th December. It is the only occasion when all the children sit down together and are served by all the staff. We try to make the hall and tables as festive as possible and an enjoyable occasion for the children.

The Christmas lunch menu is: Roast British Turkey, pork sausage in bacon & stuffing or Quorn Twist
Seasonal vegetables
Roast Potatoes and gravy
Festive Trifle



Class Christmas Parties

Class Christmas parties will be held on Wednesday 20th December. We would be very grateful if you could contribute some food for the children to eat on that day and a letter from your child's teacher will be sent home in book bags requesting specific food items. I would like to remind you that we do have children in school with nut allergies and therefore we request you do not send any food containing nuts for the parties. Thank you for your co-operation.

Please note that children have lunch as normal on party day.

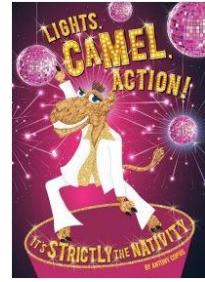
Party Clothes

Children can come into school on party day wearing "home clothes". We strongly advise that special clothes are not worn, as there will be plenty of glue and glitter in the classroom, not to mention accidents with food and drinks!

Pied Piper Theatre Company

The Pied Piper Theatre Company will be visiting school on the morning of Thursday 21st December to give a performance of their current play 'Hare & Tortoise'. The whole school watch the performance together and it is always a very enjoyable way to end the term. The PTA very kindly fund this annual event.

**PRIOR HEATH INFANT SCHOOL
CHRISTMAS PRODUCTION TICKET REQUEST**



“Lights, Camel, Action!”

Child's / Children's Name/s:

Class/es

Please indicate your ticket requirements below and return to the school office by **Monday 20th November**. *Please note: a **TOTAL** of **2** Adult Tickets per family **ONLY** and babies / pre-school children on **Friday 8th December only**. THANK YOU.*

Friday 8th December 9.30am (**Dress Rehearsal**) No. of ADULT tickets (1 or 2)
No. of CHILD tickets (1 or 2)

OR

Tuesday 12th December at 9.30am No. of ADULT tickets (1 or 2)
*(we do ask that **no flash photography** is used at this performance please.)*

OR

Wednesday 13th December at 9.30am No. of ADULT tickets (1 or 2)

OR

Thursday 14th December at 9.30am No. of ADULT tickets (1 or 2)

Please tick the box to indicate that you and/or your relations have read the information on Photography and Videos. **No tickets will be issued unless this box is ticked.**

Signed:

Additional tickets – maximum 2 per family

If there are any spare tickets I would like the following please:

Friday 8th December at 9.30am (**Dress Rehearsal**) No. of ADULT tickets (1 or 2)
No. of CHILD tickets

OR

Tuesday 12th December at 9.30am No. of ADULT tickets (1 or 2)

OR

Wednesday 13th December at 9.30am No. of ADULT tickets (1 or 2)

OR

Thursday 14th December at 9.30am No. of ADULT tickets (1 or 2)

If you require seating for a disabled visitor at any of the performances, please indicate on this form or contact the school office.

Prior Heath Infant School

Guidance for parents/carers on the use of photographic/videoing equipment

Prior Heath Infant School recognises that parents/carers who attend school events such as harvest celebrations, nativity plays or sporting events like to capture special moments in photos or on video. Therefore, parents/carers are permitted to take photographs and/or make videos at the Prior Heath Infant School events they have been invited to attend.

Parents/carers must adhere to the following guidance at all times when using photographic/videoing equipment at Prior Heath Infant School events to ensure children are safeguarded:

- Photographs and video captured at school events by parents/carers are for personal use only.
- Photographs and video from school events should not be posted online through any social media network such as Facebook, YouTube or Instagram nor any other website. While Prior Heath Infant School recognises the internet is an easy way to share treasured moments with family and friends we must ensure that we protect and safeguard all children and staff, many of whom do not want their photograph shared online. For others, doing so may compromise their safety. Parents/carers may not always know who these people are and Prior Heath Infant School requires everyone's support to protect the whole community.
- **Parents should be aware that their child may be included in photographs or videos taken by other parents. If this is a concern, please see the Headteacher.**
- Parents/carers should not sell or distribute by any other means photographs or video taken at Prior Heath Infant School events.
- Members of staff at Prior Heath Infant School reserve the right to challenge any person using photographic/video equipment at a school event who they do not recognise or where they do not know that person's connection to pupils. The member of staff also reserves the right to ask the person to stop taking photographs/video if this cannot be established and to ask them to leave if they do not comply with this request.
- Parents/carers should only take photographs/video in the designated areas as set out by the school.
- Parents/carers should not take photographs in sensitive areas such as toilets or areas where children are changing for performances or events at any time.
- Parents/carers should be mindful of the appropriateness of the photographs/videos they are taking at all times. While Prior Heath Infant School will ensure that pupils are appropriately dressed while in the designated areas at the school event parents/carers should ensure that any photographs or footage taken is sensitive and appropriate.

- Parents/carers are requested to share this guidance with family members who may be attending events with them or on their behalf before they attend the event.
- Prior Heath Infant School reserves the right to ask a parent/carer to leave if they are observed taking inappropriate photographs/video or if they are observed covertly using photographic/video equipment. Where this occurs the school will follow necessary safeguarding procedure.
- Prior Heath Infant School reserves the right to remove consent to take photographs/video at any time.
- Parents/carers are required to follow additional guidance in event programmes or announcements from school staff as to when photography and videoing are permitted.