



Prior Heath Infant School
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Headteacher: Mrs Lindsey Chivers

9th November 2023

Dear Parents,

The weeks seem to be flying by and our thoughts have turned to all things Christmas. Please set aside time to read the following information about the events that are taking place in school as this will enable you to plan your diary at what is a very busy time of year for everyone.

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

Yours sincerely

Mrs Lindsey Chivers
 Headteacher



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

Friday	24 th November	Non-uniform day – children able to wear their own clothes to school in return for tombola donation for the PTA Christmas Fair.
Monday	27 th November	Last date for Play ticket requests.
Saturday	2 nd December	PTA Christmas Fair (11.30am – 2pm).
Monday	4 th December	Christmas Play costumes to be in school.
Monday – Friday	4 th to 8 th December	Christmas Post boxes open.
Thursday	7 th December	All Play tickets issued by this date.
Thursday	7 th December	Christmas Jumper Day – children are able to wear home clothes including a Christmas Jumper into school in return for a suggested £1 donation to 'Save the Children'.
Thursday	7 th December	Christmas lunch.
Monday	11 th December	Christmas Play – afternoon performance at 1.30pm (adults only)
Tuesday & Wednesday	12 th & 13 th December	Christmas Play – morning performances at 9.30am (adults only)
Thursday	14 th December	Fred in the Shed (am)
Thursday	14 th December	Class Parties (pm) – children can wear home clothes to school. Further details to follow.
Friday	15 th December	<u>Term finishes at 2.00pm.</u>

THE CHRISTMAS PLAY

We feel it is important to provide the children with the opportunity to perform in front of a live audience and are pleased to let you know that this year our Christmas play is a whole school production entitled "It's a Baby".



We are planning to run three performances on the following dates:

- Performance 1: Monday 11th December at 1.30pm
Performance 2: Tuesday 12th December at 9.30am
Performance 3: Wednesday 13th December at 9.30am

The play will be led by the Year 2 children. Year 1 and Year R children will join the performance as it progresses and we expect it to last for about an hour.

Please be aware that the performances are for **adults only** and we are unable to accommodate any children in the audience.

Initially, we are having to restrict tickets to **two adults per family** due to the seating capacity in the hall. An additional adult ticket per family may be available and we will do our best to accommodate all requests for additional tickets.

Tickets

A ticket request form will be sent home in your child's book bag today which we ask you to complete and return by Monday 27th November. Please note the following information:

- Unfortunately, we may not be able to offer all adults their preferred choice of performance so please indicate on the form a first and second preference for each adult. Please be aware that adults from the same family may not be offered the same performance as each other if we find that we have reached our ticketing capacity.
- 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. Please do not swop tickets** with other parents as the office needs to keep an accurate record of numbers for each performance for health and safety reasons.
- Please ensure your child/children's name/s are on the form and you read the important information about photography and videos attached and 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 Video guidance.**
- Entrance to all performances will be by TICKET ONLY - **please remember to bring your tickets with you.**

All tickets will be issued by Thursday 7th December and will be sent home in children's book bags. Parents will be notified by ParentMail on the day they are issued.

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.

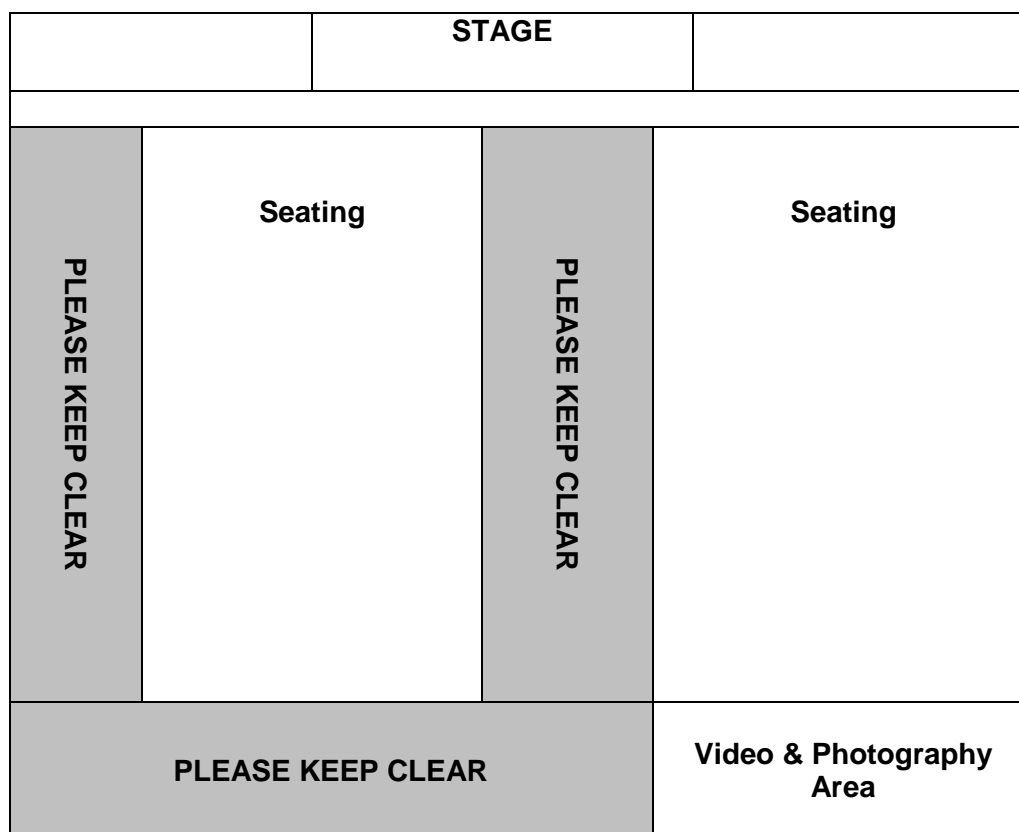
Christmas Play Costumes

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 ensure that the items are brought into school in a named plastic bag by **Monday 4th December**. Thank you in advance for your help with costumes; it is very much appreciated.

IMPORTANT INFORMATION - Photography and Videos

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 each performance of the play 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 Post Boxes

As in previous years, there will be a Christmas post box in each class to enable your children to send Christmas cards to one another. Please would 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 4th to Friday 8th December.

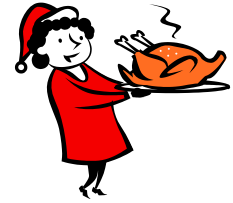
Christmas Jumper Day

On **Thursday 7th December** we will be taking part in Save the Children's Christmas Jumper Day. We suggest a minimum donation of £1 for the charity in return for the children wearing home clothes to school, which includes a Christmas jumper/dress. If this is one of your child's PE days, please ensure that their clothes are suitable for taking part in PE and that they also wear their trainers to school.



School Christmas Lunch

The school Christmas lunch is also on Thursday 7th 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.



A traditional Christmas lunch will be served and the menu is as follows:

Roast British turkey with pork chipolata sausage
or

Quorn fillet with meat free chipolata sausage (V)

served with
roast potatoes, seasonal vegetables & gravy (V)

followed by
Festive shortbread biscuit

Fred in the Shed

The children's entertainer, Fred in the Shed, will be visiting school on the morning of Thursday 14th December to entertain the children with his show which includes comedy, games, magic and balloon modelling. The whole school will watch the show together which will be a very enjoyable way to end the term. The PTA very kindly fund this event.

Class Christmas Parties

Class Christmas parties will be held on the afternoon of Thursday 14th December. 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! The PTA will kindly be providing juice and biscuits for the children.

End of Term

The last day of the Autumn term is on Friday 15th December and school will finish at the earlier time of **2.00pm**.

We very much hope that you and your children enjoy the events that we have planned.

Kind regards

A handwritten signature in black ink that reads "L. Chivers".

Mrs L. Chivers
Headteacher