



Prior Heath Infant School

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Headteacher: Mrs Lindsey Chivers

7th November 2025

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 – further information is included in the following pages.

Friday	21 st November	Non-uniform day – children are invited to wear their own clothes to school in return for tombola donations for the PTA Christmas Event. Further details to follow.
Saturday	29 th November	PTA Christmas Event (1.00pm to 4.00pm). Further details to follow.
Monday	1 st December	Last date for Play ticket requests.
Monday	8 th December	Christmas Play costumes to be in school.
Monday – Friday	8 th to 12 th December	Christmas Post boxes open.
Wednesday	10 th December	Christmas Jumper Day – children are invited to wear home clothes to school including a Christmas jumper/dress in return for a suggested £1 donation for Save the Children.
Wednesday	10 th December	Christmas lunch
Thursday	11 th December	All Play tickets issued by this date.
Monday	15 th December	Christmas Play – afternoon performance at 1.30pm (adults only).
Tuesday & Wednesday	16 th & 17 th December	Christmas Play – morning performances at 9.30am (adults only).
Thursday	18 th December	Class Parties (pm) – children are invited to wear home clothes to school. Further details to follow.
Friday	19 th December	Fred in the Shed (am).
Friday	19 th December	Term finishes at 1.15pm. Please note the earlier time.

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 Party".

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

- Performance 1: Monday 15th December at 1.30pm
Performance 2: Tuesday 16th December at 9.30am
Performance 3: Wednesday 17th 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. This includes babies in arms, prams or pushchairs.

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 1st December. 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 swap 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 11th 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.

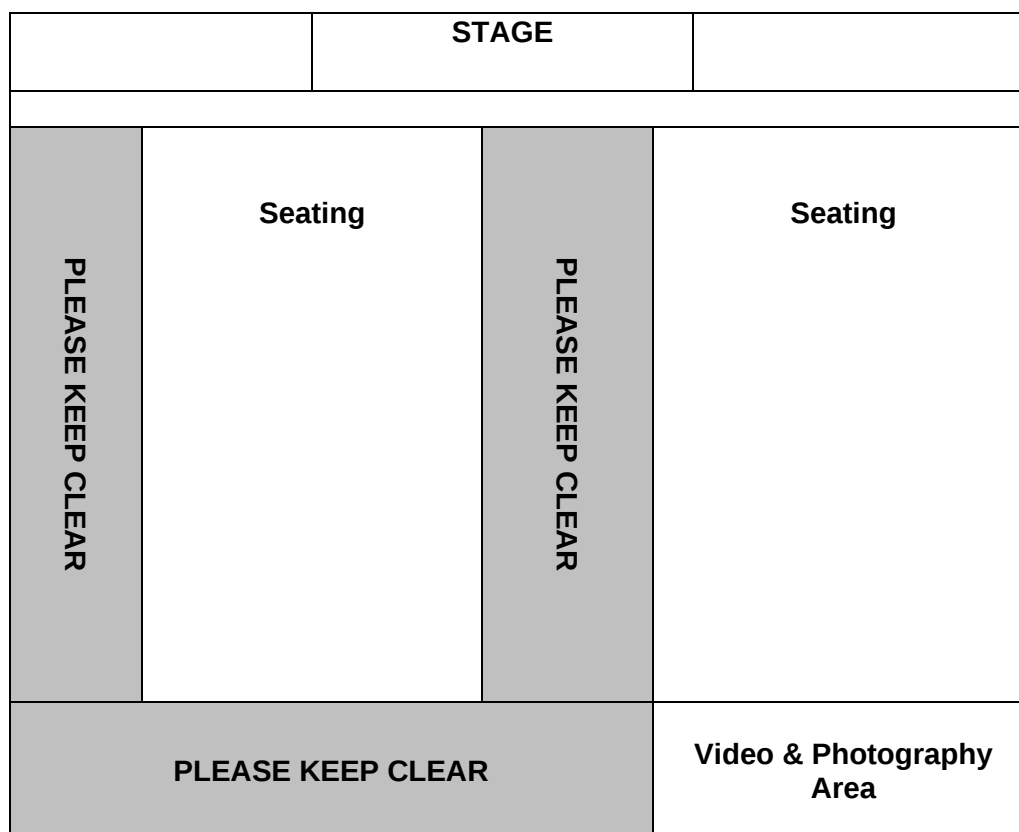
Christmas Play Costumes

Letters will be sent home from the class teachers on Friday 21st November asking you for items of clothing for your child's costume. Please can you ensure that the items are brought into school in a named plastic bag by **Monday 8th 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 the children to send Christmas cards to one another. Please 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 8th to Friday 12th December.

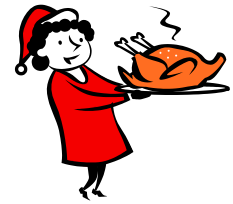
Christmas Jumper Day

On **Wednesday 10th 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 Wednesday 10th 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

Class Christmas Parties

Class Christmas parties will be held on the afternoon of Thursday 18th 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.

Fred in the Shed

The children's entertainer, Fred in the Shed, will be visiting school on the morning of the last day of term, Friday 19th December, to entertain the children with his show which includes comedy, games and magic. 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.

End of Term

The last day of the Autumn term is on Friday 19th December and school will finish **at the earlier time of 1.15pm.**

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

Kind regards

A handwritten signature in dark ink, appearing to read 'Lchivers'.

Mrs Lindsey Chivers
Headteacher