



17th November 2017

Dear Parents and carers,

**Arrangements for the Year 4 Christmas Production of 'A Christmas Toy Story'  
Tuesday 12th December and Wednesday 13th December at 6.30pm.**

This year, the Year 4 children will be performing their Christmas Production of 'A Christmas Toy Story' on the evenings of Tuesday 12th December and Wednesday 13th December.

**Arrival Time - 5.50pm**

We require the children to arrive at 5.50pm on the evening of the performances so that they can get changed into their costume, ready for the 6.30pm performances. The children will be told before the evening which classroom they will be changing in and it is to this external door that you need to take your child on each evening. There will be signage to direct you. On arrival, your child will be met by a member of staff who will register them into the building.

**Pick-up time - 7.30pm**

The performance lasts for approximately 45 minutes. We ask adults to collect children at 7.30pm from the same classroom they were dropped off at. In order to ensure their safety, please be aware that children will only be allowed to leave the school building when their adult comes to the allocated classroom door. **No child will be allowed to leave the premises alone. Please indicate on the reply slip the adult responsible for collection each night of the performance and a mobile contact number.**

**Attendance**

The children have been working hard for several weeks and we fully hope that all children will be committed to attend both performances as everyone has an important role to play, no matter how small they feel their part is. If your child is ill on the night and is unable to attend, please inform their class teacher as soon as possible.

**Costumes**

A separate letter will be going home regarding your child's costume and we would value your support with this. If there are any problems with the items required, please contact your child's class teacher as soon as possible and we will endeavour to assist.

**Tickets**

If you would like to order tickets, please complete the slip overleaf. The office will then ensure they are sent home from Thursday 23rd November. **A maximum of two tickets will be allocated per child**. If further tickets are required, any remaining tickets will be offered on a first come, first serve basis from Monday 4th December. These can be collected directly from the school office.

Thank you in advance for your support in helping us and the children put on the performance of 'A Christmas Toy Story'. If you have any further questions, please do not hesitate to contact a member of the Year 4 team or the school office.

Yours sincerely

S. Heaslop

Mrs Heaslop  
Year 4 Team Leader

Ravenscroft, Hook, RG27 9NN

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[www.hook-jun.hants.sch.uk](http://www.hook-jun.hants.sch.uk)



## Year 4 Christmas Production of 'A Christmas Toy Story'

I would like \_\_\_\_\_ tickets for the performance on Tuesday 12th December.

I would like \_\_\_\_\_ tickets for the performance on Wednesday 13th December.

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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### Collection of my child

Child's name \_\_\_\_\_

**Tuesday 12th December at 7.30pm.**

Name: \_\_\_\_\_ Mobile number: \_\_\_\_\_ will collect my child.

**Wednesday 13th December at 7.30pm.**

Name: \_\_\_\_\_ Mobile number: \_\_\_\_\_ will collect my child.