

# HOLLAND SCHOOL DISCO

Parents/Carers,

The school disco will be on **Friday 16<sup>th</sup> November 2018** from **6.00pm until 7.30pm**. Children should be collected promptly at 7.30pm. We have decided for this disco to ask parents to pre pay and provide permission slips in advance. All payments and slips should be returned to the office no later than **Wednesday 14<sup>th</sup> November 2018**. We hope that the more information we have in advance, the quicker we can get your child into the disco. The cost of this event will be £2.00 to be paid via Parentmail. Your child will not be issued with a ticket but their name will be on a list and will be ticked off on their arrival. The £2.00 will include an entry fee £1.50 and 5 entries into the raffle (5 entries are usually £1). We suggest then that your child has a maximum spend of £3 to spend at the disco. All monies raised will go towards the end of term Good to be Green treat.

We want our children to have fun at school events but we must also ensure they are safe. To this end we are asking parents to complete the attendance slip below and return it to the office. Without a completed slip we will not be able to allow your child to attend the disco.

We expect all children to follow the school behaviour code during the disco. If any child's behaviour is thought to be unacceptable they will not be allowed to attend the next disco.

## Check-in

- Please enter via the Rainbow Room to the left of the School entrance door where you/a responsible adult will sign them in.
- If your child takes or may need any medication whilst at the disco, this should also be handed over (clearly named and labelled with the appropriate dosage) at the check-in desk on the night.
- Parents are then asked to exit through the usual school front door – hopefully a one way system will help to make this process speedier!
- Only those parents helping out are welcome to stay.

## Collection Time

- Please return at 7.30pm to collect your children.
- Children will remain in the hall until you arrive and will then leave with you by the hall exit at the side of the school. Again - a one way system should allow the process to be safer and quicker.
- Please ensure an adult collects as we will not be able to let pupils leave with older siblings.

Thank you

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## Permission to attend School Disco – 16<sup>th</sup> November 2018

(slip to be returned by **Wednesday 14<sup>th</sup> November 2018**)

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

My contact number for the evening is \_\_\_\_\_

Please tell us:

- who will be collecting your child at the end of the disco? \_\_\_\_\_
- are you leaving medication (clearly labelled) for your child? YES/NO
- does your child have any allergies we may need to know about? YES/NO

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