

# Saint Mary's Catholic Primary School



South Street  
Isleworth  
Middlesex TW7 7EE  
Tel: 020 8560 7166  
Fax: 020 8232 8820  
[office@smi.hounslow.sch.uk](mailto:office@smi.hounslow.sch.uk)  
[www.smi.hounslow.sch.uk](http://www.smi.hounslow.sch.uk)

Dear Parents,

12th December 2016

## Y3 & 4 Christmas Production - Evening Arrangements

We are very much looking forward to staging our performances for your enjoyment and beginning the countdown to Christmas. The performances this year are:-

- Tuesday 20th December – 6.00pm (Adults only)
- Wednesday 21st December – 9.15am (Parents, Grandparents, Parents/Carers with babies & toddlers)

Due to the numbers of children taking part, we ask that adults only attend the performance on Tuesday 20th December. However, the performance on Wednesday 21st, is also available for grandparents to attend and any parents who need to bring very young children and 'buggies/pushchairs'.

The evening performance requires a little more organisation, with support from you the parents. In order for a prompt 6.00pm start it is important that all the children return to school for 5.30pm. We will then be able to prepare them for the performance and assist them into their costumes.

On arriving back at school all the children in Years 3 & 4 are to enter school through the double gates where they will be met by a member of staff. From 5.30pm, adults may come into school via the main office entrance. This way, all people entering the school will be recorded on CCTV. The same procedure will apply for audience members attending the morning performance. However adults with pushchairs, attending the morning performance, will need to access the hall via the double gates and walk around the back of the school to the hall.

The performance will last for approximately 45 minutes. After the performance has finished the children will return to their classrooms, where they will change out of their costumes and all brought down to the double gates for collection by parents. The children will be recorded as having been collected.

I would also like to add a big thank you to you all for supporting the children in the learning of scripts, songs and providing costumes. If we don't get the opportunity to speak to you personally, we wish you all a very Happy and healthy Christmas.

Kind regards

Y3 & 4 Staff