

# Shobnall Primary School



8<sup>th</sup> December 2016

Dear Parents

## **COLLECTION PROCEDURES FOR PANTOMIME VISIT TO ALICE IN WONDERLAND AT THE DERBY THEATRE- WEDNESDAY 14<sup>TH</sup> DECEMBER 2016 FOR PUPILS IN RECEPTION TO YEAR 6**

We would like to advise parents of the final arrangements for Wednesday 14<sup>th</sup> December 2016 for our visit to see Alice in Wonderland at the Derby Theatre. The children will be eating their normal meal at midday and will travel to the theatre on coaches fitted with seatbelts in time for the start of the performance which commences at 2 p.m. The performance is planned to finish at approximately 4.15 pm, therefore we do not expect the children will return back to school before 5pm. We do realize that this is a slightly longer day than normal but know that your children will have an exciting experience and a wonderful opportunity to see a live performance on stage.

Unfortunately we are not able to give a more accurate time as it is difficult to anticipate travelling time during peak hours from Derby. We will text parents when we are on the A38 an estimated time of arrival. The school gates will be unlocked at 4.45 p.m. giving parents the opportunity to wait on school grounds until the coaches return. As it will be dark at this time of the evening I will need to request that parents please co-operate with us by adhering to the collection arrangements which are outlined below. These arrangements have been made with the children's health and safety as our prime concern and although for individual parents, collection may take a little longer, our prime concern is that all children are safely handed to a parent when they return to school.

Children will be taken back to their relevant classrooms and will then be dismissed from school in the usual manner from the areas listed below. Once you are seen by your child's class teacher he/she will call your child and hand them to you directly. If you have more than one child in school, please do not worry, the teachers will remain with the children until they are collected. Thank you for your anticipated co-operation

Class Group	Collection Point
Reception	Reception Class Doorway
Year 1	Infant Ramp
Year 2	Classroom Door on KS1 Playground
Year 3	Junior Ramp Entrance
Year 4	Junior Ramp Entrance
Year 5	Year 5 fire exit door to yard (as normal)
Year 6	Year 6 fire exit door to yard (near lunchbox trollies)

The children are requested to wear school uniform and are asked to bring a coat to wear.

Yours sincerely

Mr R Cruise  
Headteacher

