



July 2019

Dear Parents and Carers,

POWSA are organising the annual end of year discos to mark the end of an eventful and enjoyable school year. These have always proven to be very popular with the children. This year's discos will be held on Friday 19<sup>th</sup> July in the school hall and are for all children. Teaching staff will be responsible for the children while POWSA will take care of the refreshments.

There will be three sessions:

- 3.00pm – 4.00pm for Reception
- 4.30pm – 5.30 pm for Year 1 and 2 children.
- 6.00pm – 7.00 pm for Year 3 and 4 children.

In order to ensure the safety of every child, we will follow these procedures:

- As tickets are bought, the name of each child attending will be recorded on a register.
- We will also record on the register the name and relationship to the child of anyone collecting them from the event if it is not someone who regularly collects your child from school.
- To enter the disco, please queue inside the school towards the left-hand hall doors.
- Pick up after the disco will be from the school hall.
- We will only hand children to the adult we recognise or the person stated on the register.
- If we have a first aid issue then we will respond within normal school procedures. If we do need to phone parents then we will be using the emergency numbers held in the school office. Therefore, it is vital that any changes have been given to the office.

As Reception's disco starts during school time they will be escorted to the disco by the teaching staff. Children are very welcome to bring into school a change of clothes for the disco. If your child is not attending the disco they are able to stay in class and be collected as normal at 3.30pm.

We will also be hosting a café in the library/reception classroom for any parents that would like to stay in school during their child's disco. This will be available from 3.30pm for reception parents, and for the full duration of subsequent discos.

Tickets for the disco cost £2 and include a drink and snack. They will be on sale from the school office during the week of the disco (Monday 15<sup>th</sup> to Friday 19<sup>th</sup> July).

Best Wishes

POWSA and Mr Spracklen