



13th November 2013

To Parents of Children in Key Stage Two

Dear Parents

'The Magical Christmas Jigsaw': Key Stage Two Christmas Production

This year we will be working together as a Key Stage to put on a brand new Christmas production. All children in Key Stage Two will be part of the production and each class will have their own designated scene alongside performances from the choir and a dance performance for chosen children too.

The production will be performed twice in the last week of this term: a matinee performance on Wednesday 18th December at 2 p.m. and an evening performance on Thursday 19th December at 6.30 p.m. Tickets are available to book through the online ticket booking system (details of how to use the system are on a separate sheet) and in order to accommodate all families, there is a 2 ticket per family allowance to begin with. If there are any special circumstances regarding ticket allocation, please contact the primary office to discuss this. We do ask that pre-school children do not attend the evening performance.

Costumes for this production will be simple and your child's class teacher will be in touch to inform you what your child will need to wear. For the evening performance your child will need to arrive in school for 6 p.m. and be dropped at their classroom to get changed into costume ready for the performance. They will then need to be collected from their classroom after the performance has finished at 7 p.m.

Please indicate below your permission for your child to take part in this exciting event.

Your support with this is appreciated and I look forward to seeing you at the performance.

Yours sincerely

Laura McIlwain

Miss L McIlwain (Performing Arts co-ordinator)

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Key Stage 2 Production of 'The Magical Christmas Jigsaw'

I agree to my child _____ Class _____ participating in the Christmas production 'A Magical Christmas Jigsaw' on Wednesday 18th December and Thursday 19th December.

I will collect my child from their classroom on Thursday 19th December at 7pm.

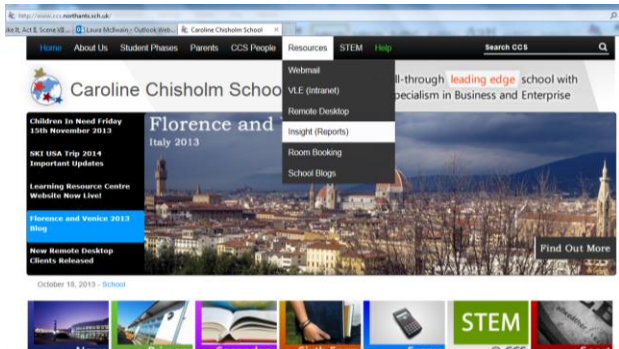
Name of adult collecting: _____

Signed: _____ Parent Date: _____

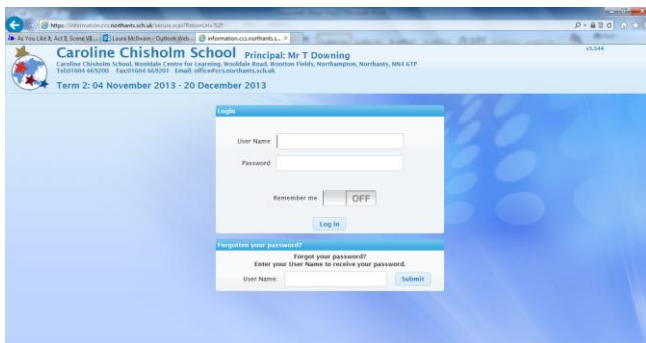
PLEASE RETURN TO PRIMARY RECEPTION BY MONDAY 17TH NOVEMBER 2013. THANK YOU.

Guidance for using the online booking system.

1. Log on to the school home page.
2. Locate the insight area on the top of the page under the resources section.



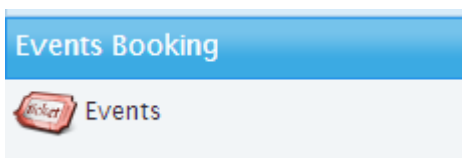
3. Use your insight log on details (same as what you use for reading reports online.)



4. On the left hand side click on the 'Events booking' heading.



5. Click on 'Events.'



6. The events that your child is involved in and that you have access to book tickets for will come up.

The Magical Christmas Jigsaw

Unavailable

A1	A2	A3	A4	A5	A6	A7	A8	A9				A14	A15	A16	A17	A18	A19	A20	A21	A22	
B1	B2	B3	B4	B5	B6	B7	B8	B9	B10			B13	B14	B15	B16	B17	B18	B19	B20	B21	B22
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10			C13	C14	C15	C16	C17	C18	C19	C20	C21	C22
D1	D2	D3	D4	D5	D6	D7	D8	D9	D10			D13	D14	D15	D16	D17	D18	D19	D20	D21	D22
E1	E2	E3	E4	E5	E6	E7	E8	E9	E10			E13	E14	E15	E16	E17	E18	E19	E20	E21	E22
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10			F13	F14	F15	F16	F17	F18	F19	F20	F21	F22
G1	G2	G3	G4	G5	G6	G7	G8	G9	G10			G13	G14	G15	G16	G17	G18	G19	G20	G21	G22
H1	H2	H3	H4	H5	H6	H7	H8	H9	H10			H13	H14	H15	H16	H17	H18	H19	H20	H21	H22
I1	I2	I3	I4	I5	I6	I7	I8	I9	I10			I13	I14	I15	I16	I17	I18	I19	I20	I21	I22
J1	J2	J3	J4	J5	J6	J7	J8	J9	J10			J13	J14	J15	J16	J17	J18	J19	J20	J21	J22
K1	K2	K3	K4	K5	K6	K7	K8	K9	K10			K13	K14	K15	K16	K17	K18	K19	K20	K21	K22
L1	L2	L3	L4	L5	L6	L7	L8	L9	L10			L13	L14	L15	L16	L17	L18	L19	L20	L21	L22
M1	M2	M3	M4	M5	M6	M7	M8	M9	M10			M13	M14	M15	M16	M17	M18	M19	M20	M21	M22

7. Available seats are in light grey. You have a maximum of 2 tickets per family. Click on the seats you would like to book. Seats will turn dark grey. You then confirm your choice and print your tickets ready to bring with you to the performance. If you are informed that spare tickets are available you will not be able to book any more than two online; you will need to contact Primary reception and Mrs Green can book the tickets for you.