



FRIENDS OF LAYFIELD PRIMARY SCHOOL
Christmas Snow Ball Disco
Monday 10th December

Hello everyone
It's disco time!

As usual, there will be two discos:

Year Groups	Time
Nursery to Year 2	15:45 -16:45
Year 3 to Year 6	17:00 - 18:00

Please Note: For Nursery to Year 2, Parents are required to arrive at 15:30 to collect children from the classroom in order to change – you will be able to use the classroom to do this – If you are asking someone else to do this for you please ensure you advise the Class Teacher.

As it is nearly Christmas we have opted for a snow ball theme – as well as the usual sweet stall, hot dogs and drinks we will also have a small Christmas accessory stall with items to purchase. We will also have face glitter available – A consent form will need to be signed on admission.

We want everyone to enjoy the event and get dancing, so please follow these steps to help make the event successful:

1. Once again booking is online so please pre-order by **Friday 7th December** by accessing Schoolcomms to make your payment
2. If you have not used Schoolcomms gateway before we suggest that you make your first payment ASAP to allow time for the office staff to help you if there are any initial problems
3. You will need to make sure that the school has your current email and mobile phone number to set up an account. Schoolcomms will issue a receipt to you when you have made your payment. Please check that you have received this, otherwise it is likely that your child is not registered for the disco. If you have any doubts please bring your receipt with you when you drop of your child for the disco
4. Please ensure you have read the terms and conditions at the end of this letter as your consent at purchase is your commitment to these.

We will not be issuing tickets as the Schoolcomms system produces a full register for each disco and by ticket type (inclusive £4 or admission only £2.50).

Please note the following terms and conditions to which you are agreeing:

- By giving your consent you are agreeing to ensure that your child has been instructed on acceptable behaviour.
- Nursery & Reception children must be accompanied by a responsible adult throughout. Parents must take the children round to the front entrance for the start of the disco.
- Your child **MUST** be collected by a responsible adult - please give the name and contact number of the person collecting in the comment box when booking.
- As it will be dark at the end of the disco **NO CHILDREN WILL BE ALLOWED TO WALK HOME ALONE.**
- The Friends of Layfield Primary cannot be held responsible for any money a child brings to the disco with them. Please ensure your child brings any money in a purse labelled with their name.
- You agree that the school can provide the Friends of Layfield Primary with emergency information (including medical information and contact details) regarding your child if necessary.
- **In the event that you have not booked a place at the disco, subject to the number of children attending, it may be possible to admit on an admission only basis (not all inclusive) at the cost of £4.00. The decision on whether admission is possible will be made by the Friends of Layfield Primary in consultation with the Senior Leadership Team based up on capacity, supervision ratios and therefore health and safety. The decision will be final.**

Many thanks from the Friends of Layfield Primary School