

**Etwall Primary School**

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Mrs Sally Dixey

Head Teacher

Dear parents and carers of KS2 children,

PTFA KS2 Winter Disco: Wednesday 28th November 2018 5-6pm

The PTFA has kindly organised a Winter Disco for KS2 children. The disco will start on Wednesday 28th November at 5pm. The cost of the disco is £2 per child. Your child may wish to change into suitable clothes for when they return to school at 5pm. Please do not bring your child back to school before 4.55pm as KS1 children will be leaving the school and it can become a little congested.

We would like parents to offer to stay and help at the KS2 disco to ensure good supervision of the children and to help with the organisation and running of stalls. If you are able to help the PTFA with this event please tick the box on the reply form.

Please complete the slip below if your child would like to attend the disco and if you are able to help and return to their class teacher by Friday 16th November in a sealed envelope. Child's name, class and "PTFA KS2 disco" should be written clearly on the front of the envelope. For safety reasons, no late replies will be accepted. Please ensure you write on the form or envelope who will be collecting your child.

The PTFA will be selling diluted 100% blackcurrant/orange juice (20p) and some glow/squishy items at the disco. These will vary in price from 50p - £3. Please, feel free to send pocket money with your child to spend at the disco in a named purse. The children will be allowed one 50p bag of sweets only. Water will be freely available.

For safeguarding reasons, at the end of the disco, please collect your child from their classroom even if you have helped at the event. Please, ensure that your child has been marked off the class attendance list before leaving so that teachers can ensure that all children have been collected safely. *Parents/carers are asked to wait until the children are back in their classrooms ready to be collected before coming into school at the end of the disco. Please wait outside the main entrance.*

Yours faithfully,

Mr Ormiston
Co-headteacher



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Name of child _____ Class _____

I, _____ am offering to help

at the KS2 disco (print name). Telephone or e-mail: _____

- ☐ I enclose £2 entry fee for the KS2 disco (NO SWEETS INCLUDED)
- ☐ I understand that the information on this slip is used by the PTFA organisers for the purposes of organising the event and providing the information to the class teachers on the 28th November and understand that this is deleted immediately afterwards.

My child will be collected at 6:00pm by _____

Relationship to child _____

Signed _____ Parent/Carer

Please, return to your child's class teacher in a named sealed envelope marked "PTFA KS2 DISCO" by Friday 16th November (NOT to the school office)