



# DISCO



## Information for Parents/Carers

2 November 2017

We hope that your children are looking forward to the fancy dress discos on Thursday! There will be a fancy dress parade at the start of both discos and we are looking forward to seeing all the fabulous costumes. Please note children should not wear scary masks e.g. 'Scream' masks but face paint etc is fine.

For the discos to run as smoothly as possible, we have made a few changes to the drop-off and pick-up procedures this year.

### ***Drop-off (P1-P3 6.30pm, P4-P7 7.45pm)***

Children should be dropped off at the main entrance to the school. There will be a team on the door checking tickets and collecting any medication.

- A contact telephone number **must** be provided on every ticket. Please ensure you fill this in prior to arrival at the disco.
- Any medication e.g. allergy medication, inhalers etc should be placed in a sealed bag and clearly marked with your child's name. Please hand this to the designated parent helper in the entrance foyer with any information about administration. All medication will be available for collection at the end of the disco from the "glow sticks table" in the main gym hall.
- Please take any jackets away with you as there is limited storage space in the main gym hall. You can bring these with you when you come to collect your children at the end of the disco.
- Children should hand their ticket in at the registration table where they will be checked off a register to ensure we know which children are present in the event of an evacuation.

### ***Pick-up (P1-P3 7.30pm, P4-P7 8.45pm)***

All children must be collect by an adult. Adults are asked to enter the main gym hall through the fire exit doors (the 'MACS' doors) and to wait at the back of the gym hall until the children are released to them. This avoids any panic when a parent can't see a child, or vice versa if everyone in on the 'dance floor'.

- At the end of the disco, the children will assemble in class lines and each class will be released in turn. You should then exit the school through the P7 door, which exits into the playground at the back of the school. Helpers will be on hand to direct you.
- Please remember to collect any medication that was dropped off.

The staff car park should only be used by disabled badge holders. All other parents should park at Eastwood High School. We appreciate your cooperation in this matter as there are a lot of children entering and exiting the school in the dark at the start and end of the discos.

Many thanks for your continued support

FUNDRAISING COMMITTEE

31 October 2017