

People Directorate

**Head Teacher: Lynsey May**

St Patrick's Primary School  
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Our Ref: LM/KK  
Date: 3<sup>rd</sup> De

Your Ref:

Dear Parent/Carer



### **Christmas Concert Arrangements**

Concert time is fast approaching with the children busily practising their many contributions.

The arrangements for Monday 16<sup>th</sup> December are as follows:

#### **Arrivals**

P5-7 children to arrive at the **Concert Hall** no later than **5.30pm** and enter through **the double doors facing the beach at the back of the hall**. Class teachers will be at the doors to ensure all children are signed in. Once P5-7 have completed their performances they will make their way to the balcony area accompanied by their teachers/helpers ready to watch "A Christmas Recipe" performed by P1-4. Please note there is no eating or drinking permitted on the balcony area.

P1-4 children to arrive at the **school** by **5.45pm**. Please enter through the main entrance and accompany your child to their classroom where they will be signed in. All costumes will be kept at school. We would be extremely grateful if we could have the support of some parents who have children in the lower school only to stay in school and help with the dressing of P1-4 children. Please advise on the slip below if you can help dress the children in school. If you could be a helper and have family coming to the hall, perhaps a seat could be kept for you while you help with the dressing. While the older children are performing, P1-4 can choose to watch a festive DVD in school, draw or read.

When the time comes for P1-4 to make their way to the Concert Hall we would be very grateful if some parents could leave the Concert Hall at half time and take the short walk back to school to accompany P1-4 down to the venue. Ideally we would need 8 parents minimum involved as this would give a good ratio for the short walk there. Please advise on the slip below if you can help walk the children to and from the School to the Concert Hall.

With winter weather now upon us can all P1-4 children especially come wrapped up warmly for their walk to the Concert Hall.

**Parents/Guests** may enter by the main Concert Hall door from 5.30pm.

Could I ask that all parents/guests be at the Concert Hall for a 6:00pm start regardless of whether your child is performing in the first section or the second section of the concert - all children and staff have worked extremely hard to make the performances enjoyable and a memorable occasion and a quality audience is a real thank you to the whole team.

P.T.O.....

**Departures**

**P5-7** After the final song and vote of thanks please make your way to the balcony area where your child will be sitting with their class teacher. Staff will ensure that all children are signed out from this area.

**P1-4** The children will be accompanied by their teachers and hopefully supporting parents, back to school. They will then go to their classrooms and be helped to change out of their costumes. Please collect your child from their classroom where they will be signed out.

Thank you, as always, for your support.

Yours sincerely,



Lynsey May  
Head Teacher

**Christmas Concert - Monday 16<sup>th</sup> December**

I can help dress the P1 - 4 children in school before/after their performance.

I can help walk the P1 - 4 children from school to the Concert hall and back to school after their performance.

Child's Name ..... Date .....

Parent/Carer Signature ..... Class .....