

Head:  
Mrs J Currant

Tel:  
01438 354913

**Broom Barns Community  
Primary School**  
Homestead Moat, Stevenage, Herts. SG1 1UE  
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Deputy Head:  
Mrs J Phillips

Assistant Head:  
Mrs L Hogan

9th October 2017

**Pantomime Update and Reminders**

Dear Parents/Carers

We are happy to be able to give you more information on details of the 'Jack and the Beanstalk' performance on Thursday 14th December.

**Nursery**

**Our Nursery will be closed;** nursery children will need to be dropped off at the Gordon Craig Theatre at 1.00pm where staff will meet them at the main entrance lobby on the first floor. Please ensure you are not late as staff will be taking the children through to settle for the performance by 1.10pm. Please take your child to the toilet before meeting the staff.

**Whole School**

We will be having an early lunch to allow enough time to walk to the theatre. The kitchen are prepared for this, so school meals will carry on as normal.

- **ALL members of staff will be on this trip, the SCHOOL WILL BE CLOSED during this time (12.30 onwards).**
- If your child is not attending the performance please ensure they are collected from school office at 11.30am.
- Children will need appropriate coats/shoes for the weather conditions.
- Children cannot take their own sweets/drinks into the theatre.
- Please do not send your child with any money.
- All children must be collected from the theatre by a known adult (**listed on the slip overleaf**) after the performance.
- Lunch boxes and book bags will be left at school as there isn't anywhere to store them at the theatre.

The performance is due to finish about 4.15pm, however we cannot guarantee this time, please collect your child/children at the theatre. Teachers will have signs with the class numbers on to help you find your child. A few parents will be allowed at one time, this process ensures all children are collected safely and as speedily as possible. We will have over 230 children attending please be patient when collecting your child/children. It can be helpful if parents can arrange to pair up - one parent collects the children whilst the other waits in another area (please add these names to your form). This lowers the number of adults queuing and speeds collecting children up. If you have appointments, work or other commitments for this day please arrange for your child to be collected by someone else listed on the form attached.

The children's safety will always come first and we will not be able to take children out until the public have left and all of our children are out of the theatre. **Children will only be allowed to be collected by the adults listed on the reply slip, so please list all relevant people.**

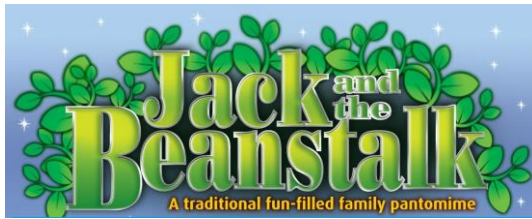
Governors and staff give up their own time to make this a special occasion for your child/children and I would like to thank them in advance.

**Please return the completed slip overleaf by 30th November.**

Yours sincerely

*Mrs Currant*

Mrs Currant  
Headteacher



Dear Mrs Currant

I give permission for my child.....in class .....to go home from the Gordon Craig on Thursday 14th December with any of the following adults.

Name.....Tel.....

Name.....Tel.....

Name.....Tel.....

Name.....Tel.....

Name.....Tel.....

Name.....Tel.....

Name.....Tel.....

Name.....Tel.....

Signed by parent/carer.....

**Please return this completed slip to the class teacher by 30th November.**