

TT

24 November 2014

Dear Parent/Carer

### **Arrangements for the Pantomime Trip**

On Tuesday 2<sup>nd</sup> December, we will be taking the whole school to the pantomime at the Theatre Royal. If you have elected that your child will not be going to the pantomime, we would be grateful if you collect them from the school office *by 12.30pm at the latest*.

The children will get a snack and a drink of juice at the pantomime, so there is no need to send them with any money. We would really like the children to wear either a Christmas/Santa hat or headband on a Christmas theme, as this makes our children easily identifiable from other school parties that may also be there. Thank you for the offers of help on the pantomime trip, but each year we take the whole staff, regular helpers, governors and Friends of Preston Grange and we have sufficient adults to accompany the trip.

We have made the same arrangements this year for the collection of children after the pantomime trip. In order to avoid parking and access issues arising outside of our school gates as in a previous year, we will be arriving back at **John Spence Community High School**, where there is a lit, large car park and good access into the car park for the buses. We would ask that parents do not park in the area which will be marked for the 4 coaches, and arrive for **5.30pm**, when we hope to be back. Please bear with us, should the coaches not all be back at this time; this is a guide time and the theatre is unsure of the actual finish time. All of the coaches have to load up around the corner from the Theatre Royal, and dependent upon traffic out of Newcastle, they will arrive at slightly different times back to John Spence, so it may be later than we are anticipating. There are adult evening classes at John Spence on that evening, but there is ample parking in the main car park, their overflow car park and there is also alternative parking nearby, for example, Tynemouth swimming pool, as well as parents being able to walk from our estate. **Could all parents please keep the entrance to the car park clear, so that all buses will be able to enter the car park with ease, rather than having to park on the road for the safety of the children.**

Once the coaches arrive at John Spence, they will be parked in the bays marked for them (coned off), please note that there will be a sign put in the front window of each bus – A, B, C or D. We would be grateful if parents could approach the relevant bus, make a line at the door, then the children will be dismissed as you request your child from the class teacher at the bus door. ***Please note that if somebody else is collecting your child that night, you must inform the school office on or before the morning of December 2nd.*** Should you have children on different buses, staff will keep children seated on the buses until they are all requested and collected. Buses will be as follows:

***Bus A = Year 5 and Year 6***

***Bus B = Year 1 and Year 3***

***Bus C = Year 2 and Year 4***

***Bus D = Reception***

Since we are dismissing the children from John Spence car park, we anticipate that no children will need to return to school. Book bags can be left at school overnight for one night. If your child is staying for packed lunch on that day, we would be grateful if you could send them into school with their packed lunch in a disposable bag, so that lunch boxes will not have to be left at school overnight.

All children need to be collected by an adult from John Spence, and no children will be dismissed to walk home on their own in the dark. I am very grateful to the Friends of Preston Grange for their hard work and generosity in funding this trip for the children, and to the staff and adults accompanying the trip in their own time after school hours.

Thank you for your support with this event, we are all really looking forward to our annual pantomime trip!

Yours sincerely

Tracey A. Taylor  
Headteacher