



CASTLETOWN PRIMARY SCHOOL

Newsletter No.4

Date: 2nd December 2016

Adverse Weather Line - 0800 564 2272 (Pin 04 1680)

Website - castletownprimary.wordpress.com



Dear parents,

Christmas at Castletown Primary

Firstly sorry for the amount of information in this newsletter but at least it is all in one. I have tried to bullet point as much as possible.

Christmas Lunch - Wednesday 21st December.

- Christmas Lunch must be booked by Wednesday 7th December - please use the attached slip.
- Christmas lunch is the only option for school lunch on this day.
- Early and extended lunch for all pupils. 12:15 - 1:35pm.
- Please note that this is also the time that **home lunch children** will be leaving school unless you have been in touch to make alternative arrangements for your child.
- Christmas jumpers, hats and accessories etc. may be worn.
- I will also hold a free raffle for the children. This includes the children who are not at the lunch.

Christmas Concerts - General Note

- Dress Rehearsal on 12th December
- Wednesday 14th Dec. 6:30pm - 8:00pm (approx.) and Thursday 15th Dec. 1:30pm - 3:00pm (approx.)
- Doors open at 6pm for the evening performance and at 1:10pm for the afternoon performance.
- **The main door at the office must be used for entry to both performances, no access will be available at the side door.**
- Reservation slips can be ordered using the slip below.
- Donations box at the door, slips are just to gain entry and keep a check on our numbers.
- Funds raised are for school funds.
- Initially 2 tickets per family per performance.
- Slip to the office before **Wednesday 7th December**.
- Any remaining reservation tickets will be available from the office on **Fri 9th Dec from 9am**. (This can be in person or by phone).
- Afternoon concert may go beyond the infant bell at 2:45pm. If this causes any issues please let us know so we can make arrangements for you personally.
- All children join together to sing a song at the end of the concert.
- **Early lunch** on the day of afternoon concert - Thursday 15th December - 12:10pm until 1pm.
- Parent Council Raffle will be available in the hallway between the classrooms and the hall.
- The donations box for the school will be in this area as well.
- Disabled access available - please ask a member of staff when you arrive or phone ahead to let us know when you will be arriving. Best door for access is by the old cycle shed, to the right of the hall.
- Extra parking - gates will be open for cars to be able to come into the playground to park when the car park is full. **Please ensure that children are escorted outside at all times for this reason.**
- School sweatshirts are required by all for some parts of the concert.
- Individual notes from class teachers will be given if any class teachers have any specific requirements for clothing, etc.

- Younger siblings - I would recommend that younger siblings (under the age of 3) don't attend the evening performance. However if you do take your child along we would appreciate if your child is unsettled or noisy at any time they are removed until they calmer. It is just a shame after all the work that the children have put in if they can't be heard in their performance. A classroom will be available to the right of the stage for this purpose.
- **NURSERY NOTE** - There will be a change to the session on this day to enable the nursery children to perform at the concert. The times will be 12:20 - 3:30pm although children can be collected at the end of the concert. The NURSERY children are not performing at the evening concert



Specific Arrangements for Evening Concert

- Everyone should use the main office door which is entrance for the school office. Children can be dropped off at the appropriate classroom on the way to the hall. Normal classroom except for P5/6 and P6/7 who will be in Rm 5 + Rm 6.
- Doors will not be open until 6:00pm and children should arrive **before** 6:10pm.
- All children are expected to perform at the evening Christmas Concert. If your child is not going to be able to come please inform us as soon as possible so that we can make the necessary adjustments.
- After the concert all children are to be collected from the classrooms on the main corridor. Please inform the class teacher when you have collected your child.
- If you are not in the audience on the evening performance please collect your child from the classroom at around 8pm via the main office door. Children will not be allowed to leave on their own or to meet parents in the car park as it will be dark and also there may be a lot of movement of cars around the school.

Photography/Videoing - All families have given permission for photos and videos to be taken at these events. Please remember that you should not put any photos on the internet or Facebook, etc. unless you have permission of the parents of children involved. I would make this very clear to all attending. There will not be a school recording for sale this year.



Christmas Parties - P5/6 and P6/7 - 19th , P3/4 and P4/5 - 20th , P1 and P2 22nd.

Christmas Assembly - Family members and/or carers are invited into school for the Christmas Assembly at 9:15am on Friday 23rd December. This will take place in the main hall of the school. This is a normal assembly, there is no prize giving at this time.

Holidays - We finish at the normal time on Friday 23rd December. Children return to school on Monday 9th January. I hope everyone has a wonderful Christmas!

Thank you
Rhona Moodie
Headteacher
Castletown School

Additional Contact Details

Mrs Moodie
Headteacher
Canisbay 01955 611337
I can be contacted in either school at any time.
I plan to be Tuesday and Wednesday in Canisbay, Monday and Thursday in Castletown and both schools on a Friday.

Please do not cut up this sheet

Pupil's name _____

Class _____

Christmas Lunch

My child/children _____ would like to order a Christmas lunch.

None of my children want to order a Christmas lunch.

Parent/Guardian signature Date

CHRISTMAS CONCERT 2016 RESERVATION SLIP

No payment required, donations only. There will be no entry without a reservation. please bring your slip but I will also have a list of reservations made.

PERFORMANCE	Number of reservations	Office Use - Slips issued
Wednesday 14 th December at 6.30pm	1 or 2	
Thursday 15 th December at 1.30pm	1 or 2	

Max order - 2 per family, per performance.

Remaining reservations on a first come first served basis on Friday 9th Dec. at 9am.

PERMISSION SLIP - Christmas Concert 2016

In order to prepare for the concert we need to know if your child will be attending the evening performance. In particular some group performances will be greatly affected if some children cannot attend so it will allow us to prepare for that eventuality. Please return the attached slip to confirm your child's attendance. Please return the slips by Wednesday 7th December.

I give permission for my child to attend and perform at the Christmas Concert taking place at 6:30pm on Wednesday 16th December.

Child's name	Yes my child will be attending	No my child will not be attending

Signature: _____

Date: _____

Printed name: _____