



HERITAGE PARK PRIMARY SCHOOL

Park Farm Way
Park Farm
Peterborough
PE2 8XA

Headteacher:
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Dear Parents

Christmas Activities in School

Christmas Productions

Rehearsals for our Christmas plays are in full swing and we are looking forward to the dress rehearsals (held on the afternoon of Wednesday 6th December for Years 1, 2, 3 and 4 and on Wednesday 13th December for Reception, Year 5 and 6). Please may all costumes be in school by Monday 27th November in a named carrier bag (or as stated by your child's classteacher).

The Christmas performances to parents will take place on Thursday 14th December, and will take place at the following times:

9.05am	Years 5 and 6
10.05am	Years 1 and 2
1.30pm	Reception
2.15pm	Years 3 and 4

In order to accommodate all of the parents/grandparents, we kindly ask that you restrict numbers per family to no more than three adults. Please arrive (at the main school office) no earlier than 10 minutes before the start time of your child's performance.

Where possible, please avoid bringing younger siblings to performances. Where this is not possible, we kindly request that parents please take them out of the hall if they make a noise as this can be very distracting for the children on stage and for other parents in the audience.

Could we also request that all parents use the seats available during the performances and do not stand around the edges of the hall or sit on the play equipment, as some of the plays require room for the children to walk around. Your understanding and co-operation with this is much appreciated.

In the event of an emergency evacuation, if you or a family member would require physical assistance to exit the building please inform the school office by Monday 11th December so that we can arrange support for this.



Donations

Rather than selling tickets for entrance to the Christmas plays, we will set up a Payment Item on ParentPay and have a cash donation box available on the performance day. We would be very grateful for any donations you wish to make. The monies raised will go towards purchasing additional books for our school library.

Parents' Use of Cameras in School

We recognise that there are occasions when parents may wish to take photos or make a video of their child taking part in a school activity, such as a Christmas play, and we do not wish to stop this. Nevertheless, with strict GDPR guidelines in place it is extremely important all parents are aware of their responsibilities with regard to this and do not use any images that they take of school activities inappropriately. Inappropriate use includes uploading photographs and/or videos on any website or on a social media site such as Facebook, or sharing them via WhatsApp without express permission of each child's parent.

Christmas Cards

We shall operate our usual Christmas postal system for Christmas cards. The postbox for the children to post cards to their friends will be placed in the main entrance hall on Monday 11th December. Year 6 will help distribute the post each day up to and including Wednesday 20th December. Please would you ensure that when your child is addressing cards, he or she writes the addressee's first name and surname initial (if known) on the envelope and the year group that child is in.

Christmas Jumper Day – Tuesday 19th December

For a donation of £1.00, the children are invited to wear a Christmas jumper for the day. All money raised will go to the Friends' Association.

Christmas Lunch – Tuesday 19th December

Christmas lunch will now be held on Tuesday 19th December rather than on Monday 18th December as originally stated. Please return your slip by Thursday 30th November. £2.40 payment should be made on ParentPay for Key Stage 2 children only. Key Stage 1 and free school meal children do not have to pay.

Carol Service – Wednesday 20th December

We shall hold our traditional Carol Service at **1.30pm on Wednesday 20 December**. Parents are very welcome to join us on this occasion.

In the event of an emergency evacuation, if you or a family member would require physical assistance to exit the building please inform the school office by Monday 11th December so that we can arrange support for this.

Plans for Dealing with Emergency Closures of Schools in the Event of Snow

Whilst it is very mild for the time of year at present, the weather forecasters are predicting much colder weather before too long. Therefore, I feel it is appropriate to take the opportunity to inform parents of the arrangements that will be put in place should it be necessary to close school. **Please always assume that the school is open** and we would take the decision to close only as a last resort. Please do not telephone the school in order to enquire about a possible closure as it is very difficult to deal with a large number of calls, especially if few staff are to hand.

When a closure decision is made at the start of a day on which the school is due to open, an announcement will be made on Heart FM, Connect FM and BBC Radio Cambridgeshire as soon as possible after 7.30am. The decision will also be communicated to parents via the school email as early as we possibly can. If school remains open but weather conditions worsen later in the day to the extent that we feel it necessary to send the children home early, an announcement will be made on Heart FM, Connect FM and BBC Radio Cambridgeshire. We will also email parents accordingly – so please can I ask that parents check regularly if in doubt!

Packed Lunches

A gentle reminder that packed lunches must not contain any nut products due to allergies in school. We also kindly ask that children do not bring chocolate bars or sweets in their lunch boxes.

End of Term

As stated on our list of term dates, school closes for the Christmas holiday at 3.20pm on Wednesday 20th December. School will reopen for pupils on Friday 5th January 2024.

Thank you for your continued support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K Bell', written in a cursive style.

Miss K Bell
Headteacher