

Dear Parents/Carers

We are pleased to invite parents into school to view our Christmas Production as follows;

- 14:00 on Thursday 7th December
- 09:30 on Friday 8th December
- 14:00 on Friday 8th December

As per last year, we are only able to invite a maximum of 2 people **per family** to watch a performance, due to space restrictions in the hall - safety of our children and staff is of the upmost importance. Of course you are welcome to use your 2 spaces to attend different performances. In the case of families where mum and dad live at different addresses, please note it would be one space per household. Please note that should younger siblings be coming along, if they are unable to sit on an adult lap, then they will count as one of the two spaces. Should you only require one space then please select the Not Required option for your second space.

Spaces are allocated on a first come basis. For any duplicate forms received the latest one submitted will be the one we use to allocate spaces. To ensure fairness across the school community please only submit a request for spaces for your family to see your child(ren).

To request your 2 spaces please complete the electronic form, which will be sent out by text at lunchtime on **Wednesday 22<sup>nd</sup> November**. The form will be available to complete until **09:00 on Monday 27<sup>th</sup> November**.

Ticket allocations will be communicated via text as soon as possible after the form has closed. We will not be distributing actual tickets, instead we will have the list of names available to cross reference for each performance, which also ensures we are aware of who is on-site in case of an emergency. Once a performance is full, we will operate a waitlist - therefore should you no longer require a space, or need to change your performance or attendee, please advise as soon as possible via [adminoffice@croftonhammond-inf.hants.sch.uk](mailto:adminoffice@croftonhammond-inf.hants.sch.uk).

Many thanks for your co-operation.