



**Queen Emma Primary School
Parents, Staff and Friends
Association (PSFA)**

9th October 2017

Dear Parents/Carers,

A reminder about the **Queen Emma School PSFA Discos this week, Friday 13th October**. These are taking place in the school hall at Queen Emma and are open to Queen Emma School children, as follows:

Year 1 and Year 2: 5pm-6pm

Years 3, 4, 5, 6: 6.30pm-7.30pm

Entrance cost for the disco is **£2.50** per child. This year there will be no advance bookings, and the children can simply pay on the door. Please have the **correct change** ready, if possible, as this will speed up your entrance; those with the correct change will be able to join the faster entrance queue! Please note that parents will be expected to leave their children at the discos, unless you have made arrangements to stay as parent volunteers.

If you would like to stay and help, please sign up via the following link, ensuring that you indicate which disco you are available for: <http://doodle.com/poll/bhcf4f388k5xfkpx>. If you are coming as a parent helper please look out for the rotas when you arrive and ask a member of staff/PSFA committee to direct you to your allocated area.

Year 1 & Year 2: Please arrive at the disco at **4.45 pm** on Friday 13th October, so that your child is ready for the start of the event at 5pm. Please collect your child promptly at **6pm** after the event.

Years 3, 4, 5, 6: Please arrive at the disco at **6.15 pm** on Friday 13th October, so that your child is ready for the start of the event at 6.30pm. Please collect your child promptly at **7.30 pm** after the event.

The school gates will be locked, so all parking for drop-off and pick-up by parents will need to be outside the school gates. If your child is at Premier Sport football after school on Friday, we would be grateful if you could fetch him/her promptly so that we can clear the area and ensure we are ready to receive the children ready for the start of the first disco.

Please note that this is a school event and sensible standards of behaviour will be expected at all times. Parents will be called and asked to take home any child who is not behaving in an appropriate manner.



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Throughout the event, cups of water and squash will be available to the children for free. To purchase additional refreshments, the children may bring a **maximum of £1** to the disco. Packets of crisps and drinks will be available at a cost of 50p each.

If you require more information, then please contact your class rep or email us at queenemmapsfa@gmail.com and we will get back to you with further details. Please note that, since this event is open to children in Years 1-6 only, we are unable to accommodate younger siblings.

We look forward to seeing you on Friday.

Many thanks.

Kind Regards,

Queen Emma School PSFA Committee