



**Coleham Primary School
Greyfriars Road
Shrewsbury
Shropshire
SY3 7EN**

*Ms Claire Jones
Headteacher*

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21st November 2017

Dear Parent/Guardian,

KS2 CHRISTMAS CAROL SERVICE – THURSDAY 7TH DECEMBER AT SHREWSBURY ABBEY

KS2's Christmas Carol Service will take place on Thursday 7th December at Shrewsbury Abbey. There will be two performances that day: one at 9.45am and one at 1.45pm. We are happy for the performance to be filmed or photographed (please no flash photography) provided nothing is published or posted on social media.

As in recent years, to ensure that we can properly manage the seating arrangements, we will be issuing tickets for these performances. Initially, tickets will be limited to 2 per family for either the morning OR the afternoon performance. Please indicate your preference on the reply slip below. Those who would like more than 2 tickets can request additional tickets, but these will only be issued if there is spare capacity after all KS2 parents have had an opportunity to reserve their 2 tickets.

In order that we can process everyone's requests we ask that **all reply slips are returned to us by no later than Friday 1st December**. It would help us immensely if you could return the reply slip to your **eldest child's** teacher if you have more than 1 child in KS2. This will expedite the processing of ticket requests.

Yours sincerely,

Liz Brazier
Deputy Headteacher



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TICKET REQUEST FORM FOR KS2 CAROL SERVICE - Please return to your ELDEST CHILD'S class teacher

I/we would like the following tickets for Thursday 7th December:

9.45am Performance 1.45pm Performance

Please indicate the required number of tickets per performance – no more than 2 in total

If possible, I/we would like additional ticket/s for the following performance:

9.45am Performance 1.45pm Performance

Note: these will only be issued if there is availability after the initial distribution of tickets

Signed.....Parent/Guardian ofClass.....