



Dear Parent/Carer,

Dance shoes at the ready! This year’s Friends of Coleham School Disco will take place on **Friday 5th October**. Please be aware of the below timings and rules for entry which are extremely important to ensure the safety of our children.

Reception & KS1: 5pm to 5.45 pm (Parent Café available in KS1 Corridor)

Juniors KS2: 6.00pm to 7.00pm

Entry is £2 per child. A selection of snacks and squash and glow sticks will be sold for small change. Please complete and return the below **registration form with payment of £2** in a sealed envelope and post it in the box situated **in the lobby by Wednesday 3rd October**. Please note we cannot accept children on the night as we need to prepare a register in advance. This is for fire, health and safety and safeguarding reasons and there can be no exceptions.

On the night-Arrival

Please can all children arriving at both Discos make their way through the KS2 double doors and line up in the KS2 corridor. Volunteers and members of staff will be on hand to accept the children in and check each child off on the register (compiled from the registration slip attached) and stamp their hand. They will then be let into the Disco. We encourage any parents and siblings accompanying children to be seated at our parent café, located in the KS1 corridor. There we will be selling refreshments.

On the night-Collection

Parents/Carers should collect their children from the Disco via the main the front door. Members of staff will be present to ensure that each child leaves with a known adult. Should your child be taken ill at the Disco we will supervise them in a quiet area and ring the emergency contacts listed in school.

Can you help?

As always we rely on the wonderful support of our parents to help stage these events. The Disco requires a lot of help to safely supervise the children so please sign up if you can! We require volunteers to help sell refreshments, glow sticks and general supervision in the Disco hall and at various exit points. If you are able to stay and help out at one or both of the discos, please note your details on the form below and post in the box.

We ask that Volunteers arrive ten minutes early and enter through the main entrance to be checked in.

Yours sincerely,

Friends of Coleham

Disco registration Slip £2 enclosed

Childs Name/s.....

Parent Name:.....

I am able to help at the **KS1 disco /KS2 disco/ both** (please delete as applicable)