

18<sup>th</sup> May 2022



Dear Parents/Carers

## Final Jubilee Celebration plans

We last wrote to you on the 27<sup>th</sup> of April to outline the details for the formal Jubilee event on the 27<sup>th</sup> May, at the school. As we get closer to the date, we can now share some further information with you.

### Performance and Fayre Tickets

We advised you that the performance tickets and fayre tickets would be available till the 25<sup>th</sup> May, at which time sales will stop so that we can plan for the numbers attending. Please ensure that you have booked your tickets through Wisepay. If you need any assistance, please do not hesitate to make contact with our office staff. For further information on how to book tickets, please refer to our earlier letter dated 27<sup>th</sup> April 2022, which can be found on our website [www.hcschool.org.uk](http://www.hcschool.org.uk)

### What should my child wear?

All children should come to school on the day dressed in clothing that is either red, white or blue, or a mixture of all three. We respectfully remind you that no football kits or sports team kits are to be worn please. Footwear should have an enclosed toe and be suitable for dancing in.

### Please bring a chair

We will have a number of chairs for parents to sit on, but do not have enough chairs for everyone. Therefore, if you are able to bring a chair with you, please do so. The performance and presentations will last for more than 1 hour.

### What time should I arrive for the performance?

The gates for parents will be opened at 1:15 pm. The performance will start at 1:30 pm at which time the gates will be closed.

### What time should I arrive for the Fayre?

The gates will open for the fayre at 3 pm.

### ACTION REQUIRED - Souvenir Programme

We are putting together a souvenir programme for the occasion so that you have something to keep as a memento. The programme will be on sale for a suggested contribution of 50p, to cover the cost of printing.

We intend that this programme will contain **all the first and last names only of the children** taking part and we are required under GDPR regulations to ask for consent to publish names.

Please return the consent form attached stating whether or not you are happy for this data to be published in this programme. If you do not give consent, or do not return the form to the school by the deadline, your child's name will not appear in the programme.

As we are seeking permission to publish your child's name we would also like to take this opportunity to ask for your permission to do the same in the sports day programme (see consent form).

### **Taking photographs/videos**

Parents and carers can only use photos and videos taken at a school events for their own personal use. Photos and videos cannot be sold and must not be put on the web/internet including any social networking sites. A form will be available on the day for you to sign if you wish to take photographs/videos.

### **Jubilee Lunch**

Don't forget if you would like your child to have our special Jubilee lunch on this day please remember to book this via SchoolGrid.

If you have any queries or questions in relation to this letter or any of the event details, please make contact with our school office and we will do our very best to assist you.

Kind Regards



Miss J Heaslip  
**Headteacher**

**Please select as applicable and return to the school by Friday 20<sup>th</sup> May**

## Consent Form

**Programmes will only be available to members of our school family/community**

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

**Jubilee Souvenir Programme** for the event dated the 27<sup>th</sup> May 2022.

- I **DO** give consent for my child's first name and last name to be published
- I **DO NOT** give consent for my child's first name and last name to be published

*Please be aware that the Jubilee programme will be printed week commencing 25<sup>th</sup> May at which point we will be unable to change your preference.*

**Sports Day Programme 2022**

- I **DO** give consent for my child's first name and last name to be published
- I **DO NOT** give consent for my child's first name and last name to be published

*Please be aware that the Sports Day programme will be printed 2 days prior to the event at which point we will be unable to change your preference.*

Signed (parent): \_\_\_\_\_

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_



**Houghton Conquest**  
Lower School  
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