Thursday 9th November 2017

Dear Parents/Carers,

As it is approaching Christmas, we have organised a school trip to Queen’s Theatre in Hornchurch on **Tuesday 19th December 2017** to watch their production of Beauty and the Beast.

We will be collecting children from Union Road at the usual time of 8.50am and having them drop their bags at school before walking to the theatre to watch their 10.00am production. We will be returning the children at the usual time of 3.45pm.

School uniform and lunch arrangements will also be as normal.

The school will be subsidising the trip but we are asking for a contribution of **£5.00** per child which will go some way towards covering the cost of the show. Please give this money to a member of staff in a named envelope by **Friday 8th December.**

Unfortunately, there are no free adult spaces on this trip. However, we can accommodate a maximum of ten parent volunteers who would be able to purchase a ticket at a reduced rate of £10.

If you would like to accompany us on the trip, please inform a member of staff as soon as possible as these ten volunteer positions are being offered to both Reception and Year One parents. If we have more than ten volunteers, we will draw the names from a hat and inform you by 30th November if you have been selected. At this point we will then ask for your £10 payment.

If your name is not chosen as one of the ten volunteers, you are welcome to book an individual ticket through the theatre but they will not be able to guarantee that you are sat with the school party.

If you have any questions or concerns about this trip, please do not hesitate to speak to a member of staff.

Yours sincerely,

Laura Black

EYFS Leader