



Dear Parents,

**Memo for Tuesday December 18<sup>th</sup> - Rotary Carol Concert, Princess Elizabeth Hall, Ladies College.**

**Afternoon rehearsal**

You have already given permission for this. Buses been booked to transport the children to the Princess Elizabeth Hall and back. They will be back shortly before 3.15pm. We don't expect any delays, but please bear in mind that sometimes Hall Road gets congested and it may take time for the bus to get through.

**Dress code:** Big, excited smiles!

Girls - long sleeved shirt, tie, grey skirt/pinafore, grey/white socks or tights. Any hair accessories to be white or green.

Boys - long sleeved shirt, tie, long trousers.

No jumpers or cardigans please!

Please keep children's coats with you until the end of the evening - it will be quicker at the end when picking up your child.

**Meeting Point:** Please arrange to deliver your child to **the inside of Princess Elizabeth Hall itself between 6.50pm and 7pm**. There will be members of staff ready to meet your child and escort them to our off-stage area. Please don't drop off your child before this time as there will not be a member of staff present and access to the hall may be limited.

**Interval:** The choirs are performing either side of the interval. In order to help prevent your child's voice from tightening up, **please could you send in a named water bottle and a named fruit snack**. These will be stored by other members of staff for the first part of the concert and then issued during the interval. We have been allocated an area to go for the interval and we will allow children to use the toilet and stretch their legs. **It would be very helpful if you would try not to contact your child during this time due to the extra-large number of children, and the size of the building.**

**Collection:** The programme is scheduled to start at 7.30pm and is due to last approximately two hours. At the end, the children will go back to their off-stage area and then return to the hall. Please could you arrange to meet your child from the **inside of the hall** and ensure that their name has been ticked off by the following staff; Miss Gill and Mr Carbin (Year 3 pupils), Miss Pownall and Miss Campbell (Year 4 pupils), Miss Hartley and Mrs Pinless (Year 5 pupils) and Mr Mackenzie and Mrs Bennett (Year 6 pupils). If you are not watching the performance, please be ready to meet your child from 9.15pm onwards.

Many thanks. See you there!

Mrs H Bennett and Miss M Hartley