

Registered Charity

No 1182596

**SCHOOL DISCO**

**Friday 13 October 2023**

Further to our newsletter of last week, we write with further details about the upcoming disco on Friday 13 October.

**Year R and KS1: 3:30pm – 4:30pm**

**KS2: 5pm – 6:15pm**

Year R and KS1 should come to school with their party clothes in a bag to get changed in the classroom at the end of the school day. They will remain in the classrooms until the playground has been cleared, before being taken to the hall to start the disco. Any children not attending the disco will be released at 3:15pm in the usual way.

At the end of the disco at 4:30pm their teachers will collect the children from the hall to gather their belongings and release them to you as they would on a normal school day.

**Please return the emergency contact form to the office for ALL children attending.**

**COST**

Entry to the disco will be **£5 per child**. No physical tickets will be issued.

This includes a glow stick, drink and snack – there will be no need to bring extra money.

**HOW TO MAKE PAYMENTS**

Payments are now being accepted **in advance only** via our “Sum up” shop, details below.

Please follow this link:

* <https://leybourne-primary-school-ptfa.sumupstore.com/>
* Under “Highlights” select event.
* Select the number of tickets you require
* Click **Add to Cart**
* Select the basket at the top right of the screen.
* In the grey box “message to merchant” include the name of your child/ren.
* Checkout
* Under “Contact Info”, please enter your name, email and contact number.
* Select Continue
* Enter your card details to pay.

**IMPORTANT: Please ensure that the email address used here is the same as that on the emergency contact form so that we are able to match your payments.**

There is no limit on the number of children that can attend however, the last day for making payments will be **Wednesday 11 October.** I’m afraid thatwe will be **unable** **to accept any payments after this date** – the PTFA need time to match payments and create lists of attendees for safeguarding purposes as well as purchase refreshments/glowsticks for everyone, all around our own work commitments. Thank you for your understanding.

KS1 staff will be provided with a list of children attending the disco. Any children that aren’t on the list as having paid but come to school “disco ready” will be taken to the office at the end of the day and phone calls will be made asking you to come and collect them. Equally, KS2 children will be turned away if no payment has been made.

**Ear defenders**: If your child usually wears ear defenders, please ensure that they bring them – we will be unable to provide them from classrooms. Equally, it is a disco and there will be loud music and excitable, loud children! Whilst we can ask the DJ to turn the volume down, we can only do this to a certain degree - if you think that your child might struggle with this, please consider whether they should attend.

We look forward to seeing the children on Friday 13 October!

Kind regards

Leybourne PTFA