



Queen Eleanor's Church of England Junior School
*An Academy in the Good Shepherd Trust**
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD
Tel: 01483 561323
e-mail: office@queeneleanors.goodshepherdtrust.org.uk



Headteacher: Roger Blackburn

9th June 2017

CHARLIE AND THE CHOCOLATE FACTORY

Dear Parents/Carers

Our year 6 children have been working very hard on rehearsals for their play, "Charlie and the Chocolate Factory", which they will be performing in July. There will be two performances, on Wednesday 5th and Thursday 6th July, both at 7.30pm. It is essential that all children involved in the production are present for both performances. Please can you confirm that they are available on the attached reply slip which must be returned by Friday 16th June.

Pupils in Years 3, 4 and 5 will be able to see the final dress rehearsal within school time.

Entrance is by ticket only as our hall seating is limited to comply with fire regulations. We are only able to offer 140 tickets on each night and must therefore impose a **3 ticket per Year 6 child limit**. There will be a waiting list (first come, first served) for additional tickets which will be allocated after the ticket request deadline of Friday 16th June. If demand for tickets is significantly greater than the number of tickets available we will consider a matinee performance, during school time, on the afternoon of Tuesday 4th July.

Please note that children over 3 will require a ticket but children under that age will not, provided you are happy for them to sit on your lap. Please fill in your requirements on the reply slip – please do not over order. There is no charge for tickets. However, if you enjoy the performance and would like to contribute towards the cost of the production there will be a retiring collection.

In order to safeguard our children, we would ask that private photographs and films are not made. The production will be filmed and available for purchase on DVD or BluRay. Orders made by Friday 7th July will be delivered before the end of term. An order form is attached.

The children should return to school at 6.45pm. There is little required in the way of make-up but it would be helpful if you could apply a layer of light foundation to your child before they leave home so that the stage lights will not leave them washed out.

The children should go straight to the Year 3 classrooms where there will be a member of staff to look after them. If your child arrives before the time given above, we will not be able to let them into school as there may not be a member of staff available to supervise them. We expect to finish at about 9.00pm. Your child will be dismissed from the hall, so if you are not in the audience, please come into the school entrance foyer to collect your child once the play has finished. We will not be able to allow any child to leave unaccompanied without written permission.

A bar will be available before the show selling wine, beer and soft drinks, so after you have dropped off your child and chosen your seat, please come back out and into 5W's classroom or the courtyard (depending on the weather!) for some refreshments. If anyone is able to help serve drinks on either night (volunteers still get to see the show in its entirety!), please let the office know and we will be able to reserve you a seat.

Please note the Year 6 children are able to come into school late on Thursday 6th and Friday 7th July following the performances. **All children must be in school by 10.20am at the latest.** Please let us know your intentions on the attached form.

Thank you for your co-operation. We hope you enjoy the performance.

Yours sincerely,

Mrs Curtin, Mrs Clark, Miss Dawson and Miss Whitaker

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Child's name		Child's class	
My child is available for both performances of the production:			
Tickets for Wednesday evening performance			
Tickets for Thursday evening performance			
If you have requested more than 3 tickets across both nights the additional ticket request will be added to our waiting list (first come, first served)			
Emergency contact number for 5 th and 6 th July			
I anticipate my child will be starting school late on Thursday 6 th July. I understand my child should be at school by 10.20am			
I anticipate my child will be starting school late on Friday 7 th July. I understand my child should be at school by 10.20am			
Email address			
Parent/Carer signature		Date	

Return to school by Friday 16th June

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DVD/BLURAY ORDER FORM

We have arranged for the production to be professionally filmed and DVDs and BluRays will be available to buy at a cost of £12.50 or £15.00 respectively.

Please indicate on the slip below if you would like to order any copies and enclose the completed slip and money in a sealed envelope marked 'Charlie and the Chocolate Factory'.

Cheques should be made payable to 'Queen Eleanor's School Fund'. If you are paying with cash please ensure you send the correct change.

The DVDs and BluRays will be available before the end of the school term.

If we receive your order after Friday 7th July, we are unable to confirm that it will be available before the end of term.

Child's name		Class	
Number of DVDs required @ £12.50 each			
Number of BluRays required @ £15.00 each			
Signed		Date	

Return by Friday 7th July 2017

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