



**William Gilbert Endowed  
(Church of England)  
Primary School & Nursery**  
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Headteacher: Mrs E H Britten

25<sup>th</sup> June 2024

Dear Year 3, 4 & 5 Parents

### **School Junior Production 2024 – ‘Peter Pan’**

We are looking forward to welcoming you to our forthcoming production of Peter Pan. We are obliged in accordance with our Health & Safety Policy to produce a Fire Risk Assessment for the use of the hall and stage for the forthcoming production.

#### **The rules are:-**

- The hall cannot exceed more than 120 members of the audience and must include designated aisles to ensure effective evacuation.
- To guarantee a maximum of 120 members in the audiences, entrance must be by **TICKET ONLY** and will be checked on the door. **No ticket, no entry – 1 person = 1 ticket.**
- Doors will not open to parents until 20 minutes before the start of the performance, which will be via one door as detailed in correspondence around the production.
- Any return of tickets and re-allocation **must** be completed via the school office.
- Younger siblings are **not encouraged** to attend the KS2 production.
- Tickets are to be allocated as a maximum of **TWO PER FAMILY** with extra tickets being allocated to Year 6 as the first priority.

Arrangements for ‘Peter Pan’ – Tuesday 9<sup>th</sup> July (afternoon, 1.30pm), Wednesday 10<sup>th</sup> (afternoon, 4.00pm) and Thursday 11<sup>th</sup> July 2024 (evening, 6.00pm). **Tickets cost £3.00 each, payable via Scopay**

- a) parents may only have **2 tickets** (in total) per family for **one** of the 3 performances. The 2 tickets may be split into single tickets for either of the 3 performances but can only total a maximum of 2.
- b) 2 tickets per family means 2 tickets maximum and not 2 tickets per sibling.
- c) Year 6 parents may apply for 2 tickets plus a further 2 tickets if they are available to a maximum of 4. You may also indicate on your request for any further tickets in the unlikelyhood that they should be available.
- d) All extra tickets will be allocated to Year 6 families first and this will continue to be the case in the future.

**Tickets will be issued to parents once payment has been received (£3.00 each). Payment for tickets will be added to your scopay account. Year 3, 4 and 5 will have the cost of 2 tickets allocated as will Year 6, but an additional charge will be added as appropriate for extra tickets once these have been confirmed.**

Please click on the link below to request your tickets.

### [Ticket Request](#)



Unfortunately, we have been unable to secure a company that can record the performance as in previous years. However, we will record the production with school IPAD's and a link to this recording will be available to purchase to share with extended family members. Separate communication will be sent after the concerts.

The Governors and staff realise that you may be disappointed by these arrangements but as always we rely on your goodwill to be flexible and understanding. Please complete the appropriate reply slip for your eldest sibling.

**Reply slips and payment for tickets need to be received by Monday 1<sup>st</sup> July at the latest. Tickets will be allocated to parents by Friday 5<sup>th</sup> July.**

Yours sincerely

E H Britten  
Headteacher