



Orchard Primary and Nursery School

Head Teacher Mr R Cook

Chapel Street Kirkby-in-Ashfield Nottingham NG17 8JY

Telephone (01623) 455939 Fax (01623) 459868

[Email office@orchard-pri.notts.sch.uk](mailto:Email.office@orchard-pri.notts.sch.uk)

Very Important Message re Future School Productions

22.11.18

Dear parents and carers,

Following recently tightened school safety regulations by Nottinghamshire L.A. we are currently having to review our audience capacity numbers for school productions. This measure is designed to ensure the safety, comfort and enjoyment of all those present during school productions this Christmas and beyond. Following the new regulations, we have had to reduce the size of the audience at each future performance. The onus is placed very firmly on the school to ensure that we know exactly how many visitors are present at each performance and indeed who those visitors are. At Orchard we feel very much that we want to continue to ensure that every child has someone special in the audience watching them perform. To do this, we will be organising access to our 2018 school based Christmas productions as follows:

- Each child will be allocated two named tickets on request by parents returning the slip at the bottom of the invitation letter by the stated date.
- In the event of there being any spare tickets left unallocated, these will be distributed to parents who have indicated on the invitation letter that they would like extra tickets.

Very Important Message

To meet the new safety regulations, we have to make it clear that **under no circumstances** will people be admitted to the performance without their named ticket. This will ensure that we are fully able to meet the new regulations of keeping a clear and accurate record of exactly how many people attended each performance and indeed, who they were, as instructed by Notts L.A. Apart from improving the safety of all, we feel that the new regulations and associated smaller audience size will ensure that all people attending should now get a better view and therefore a greater sense of satisfaction and enjoyment than has sometimes been the case in the past, particularly for those sitting at the rear of the audience.

At all future performances there will be a set number of seats available and space for a set number of people to watch from a standing position. We do know that many of our parents actually prefer to stand throughout the performances because they feel they get a better view and also sometimes because they prefer standing to sitting on our relatively small primary school seats. If you would prefer a seat for the performance, it might be prudent to arrive punctually so that these are still available when you enter the hall. If you have a family member who will be attending who definitely requires a seat because of a disability or indeed who will require a space for their wheelchair, you will be able to book this when you return the reply slip at the bottom of your invitation letter.

Finally, under the new regulations, we will not be able to admit push chairs or buggies into the school hall. If brought on the day, these will need to be stored separately, away from the school hall in a designated area and then collected at the end of the show.

I trust that you will understand that these new regulations have been introduced to ensure the safety of both the audience and also the pupils, both those performing and also those learning in other classrooms adjacent to the school hall. As stated earlier, one really positive by-product is that it should be a much more pleasant and satisfying experience for both the performers and for the audience in future.

Please feel free to contact me if you are unclear about any aspect of these new regulations.

Yours sincerely

Rob Cook
Headteacher.

