



The Manor  
PREPARATORY SCHOOL

7 December 2010

Dear Y3-Y6 Parents

### CAROL SERVICE

We are writing to give you further information and some reminders about the Carol Service which takes place at 7pm Tuesday 14 December at St Helen's Church, Abingdon (n.b. this is **not** the chapel at St Helen's School but the enormous church in Abingdon!)

### Timings

- 3:55pm** Please collect your daughter from school. There is no Extended Day provision for anyone of any age on that day.
- 6:20pm** Parents are asked to bring Orchestra and all instrumental players to the church.
- 6:40pm** Parents bring all other pupils to the church. Parents are asked not to bring very young children to the church, please, if you think there is any likelihood of them distracting the pupils or others in the congregation. Thank you very much.
- 6:45 - 7pm** Instrumentalists play as final guests arrive.
- 7:00 - 8:15pm** Carol Service.

After the service, you will be able to collect your daughter from designated parts of the church. The Headmaster will give you information about this towards the end of the service.

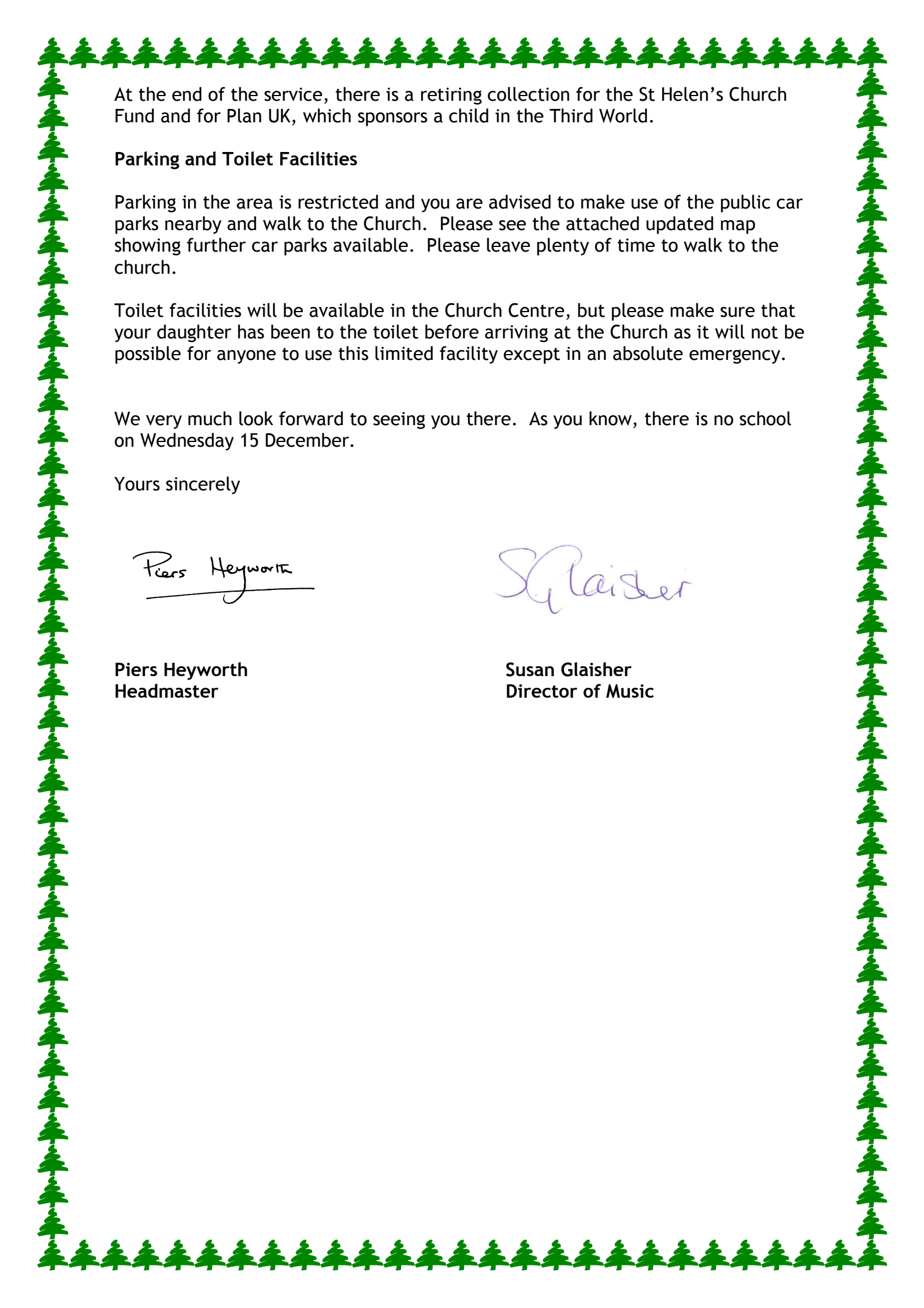
### What Pupils Should Wear

All girls will need to be looking as smart possible in their school uniform:

- pink top
- green pullover (or green cardigan if she does not have a pullover)
- long green tights (or long green socks if no tights)
- clean shoes
- hair brushed and neatly tied back

Please ask your daughter to leave her coat with you; please store under your pew.

PTO.../



At the end of the service, there is a retiring collection for the St Helen's Church Fund and for Plan UK, which sponsors a child in the Third World.

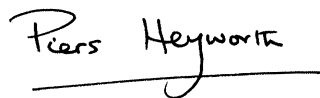
**Parking and Toilet Facilities**

Parking in the area is restricted and you are advised to make use of the public car parks nearby and walk to the Church. Please see the attached updated map showing further car parks available. Please leave plenty of time to walk to the church.

Toilet facilities will be available in the Church Centre, but please make sure that your daughter has been to the toilet before arriving at the Church as it will not be possible for anyone to use this limited facility except in an absolute emergency.

We very much look forward to seeing you there. As you know, there is no school on Wednesday 15 December.

Yours sincerely



**Piers Heyworth**  
Headmaster



**Susan Glaisher**  
Director of Music