

**To Parents of Children in Years 3 to 6**

Friday 6 December 2019

Dear Parents



**Carol Service - Thursday 12 December at 7:00pm**

We are very much looking forward to welcoming you to our annual Carol Service which will once again be held in St Helen's Church, Abingdon. The service will be taken by our Chaplain, Reverend Pete Wilkinson, and will be a lovely way to round off a busy and exciting term.

All Year 3 to 6 pupils are expected to participate in the service, and parents, relations and friends are very welcome to attend. Could we ask, please, that very young children are not brought to the church if there is any likelihood that they might distract the pupils or members of the congregation. Please can you also ensure that any children who you do bring are seated with you if they are not taking part in the service.

During the morning all pupils in Years 3 to 6 will be transported to St Helen's Church in coaches for rehearsals, under the supervision of their form teachers.

Please be aware that the bus company will insist that the children wear the safety restraints provided which could be either seat belts or lap belts depending on the individual coach used.

Please also be aware that if you have declared your child to have asthma/an allergy requiring an adrenaline injector (AAI) on their school medical form and they have been prescribed an inhaler/AAI, your child will not be allowed to leave the school site without their device. Thank you for your co-operation.

Timings for the rest of the day are as follows:

**3:55pm** Pick up as normal/Homework Club, then Extended Day until 6:00pm will also operate as usual. No other clubs will run on this day.

**6:15pm** Please could parents of children who are playing an instrument deliver their child to the church to set up their instrument (no earlier than 6:15pm, please). You are very welcome to then stay until the service begins at 7:00pm.

**6:40pm** Please could parents of all other children deliver their child to the church.

**7:00pm** Carol Service begins.

**8:15pm (approximately)** Carol Service ends. Please could parents collect their children from the church and ensure that instruments are also taken home.

At the bottom of this letter is a map showing the location of St Helen's Church. Please note that parking is very limited so it is advisable to leave plenty of time to find a space.

We very much look forward to seeing you there.

Yours sincerely

**Mr Alastair Thomas**  
**Headmaster**

**Miss Rachel Pearmain**  
**Acting Director of Music**

Map showing the location of St Helen's Church

Address: St Helen's Wharf, Abingdon, OX14 5BS

