

## Information

### Trinity School Disco Friday 23<sup>rd</sup> January 2015

#### Willow & Ash 4- 5.15pm Elm, Oak & Beech 5.30-7.00pm

- A snack supper and drink is included in the price of the ticket.
- Bags of sweets and tattoos will be on sale for 50p. Children may bring up to £2 to spend on sweets and tattoos.
- Children will not be allowed in classrooms and will use the toilets by the staff room.

#### Drop-off and pick-up

Please follow the procedure listed below. This will ensure the FOS team can account for all children at all times.

	<b>Drop-off</b>	<b>Pick-up</b>
<b>Willow &amp; Ash</b>	<ul style="list-style-type: none"><li>• Arrive 4pm</li><li>• Enter through main door</li><li>• Stop at table by hall door</li><li>• Children enter the hall (coats can be left in Group Room)</li><li>• Parents/ Carers sign register for <u>all</u> the children they have dropped off</li><li>• Parents/ Carers leave through main door</li></ul>	<ul style="list-style-type: none"><li>• At 5.15pm Parents/ Carers come through the playground and enter the building through the first door (opposite Elm &amp; Oak Class)</li><li>• Parents/ Carers wait in the corridor outside Elm &amp; Oak Class</li><li>• Children will be escorted down the corridor by the FOS team</li><li>• The FOS team will dismiss the children ensuring that they are 'signed-out' on the register</li></ul> <p><b>Please do not take your child/ children without the register being checked</b></p>
<b>Elm, Oak &amp; Beech</b>	<ul style="list-style-type: none"><li>• Arrive 5.30pm</li><li>• Enter through main door</li><li>• Stop at table by hall door</li><li>• Children enter the hall (coats can be left in Group Room)</li><li>• Parents/ Carers sign register for <u>all</u> the children they have dropped off</li><li>• Parents/ Carers leave through main door</li></ul>	<ul style="list-style-type: none"><li>• At 7pm Parents/ Carers enter through the main door</li><li>• Stop in the corridor</li><li>• The FOS team will ask who you are collecting, sign the register and get your child/ children from the hall</li></ul> <p><b>Please do not take your child/ children without the register being checked</b></p>

Thank you

Mr Hutton/ FOS