



CONNAUGHT JUNIOR SCHOOL PTA

Registered Charity number 1093229

c/o Connaught Junior School

Manor Way

Bagshot

Surrey

GU19 5JY

Email: [connaught.pta@googlemail.com](mailto:connaught.pta@googlemail.com)

Sunday 8<sup>th</sup> July 2018

Dear Parents and Guardians

**Disco: Tuesday 17<sup>th</sup> July 2018, 6.30 pm – 8.00 pm**

**Deadline for applications: Friday 13<sup>th</sup> July 2018**

**Admission: £5.00**

On Tuesday 17<sup>th</sup> July 2018, from 6.30 pm to 8.00 pm, Connaught pupils can party with our super DJ, have a dance or just enjoy the entertainment.

Please complete the attached form and return it to School by **Friday 13<sup>th</sup> July 2018** with payment in a sealed envelope marked 'DISCO'. Please enclose the correct amount of money as no change will be given. As recent discos have been heavily subscribed, places will be allocated on a first come first served basis. The ticket application deadline will be strictly adhered to so please ensure that you make your application as soon as possible to avoid disappointment. Cheques should be made payable to 'Connaught PTA'.

**No paper tickets will be issued for this event.** Once your application has been received your child's details will be added to the Disco Admissions List. You will receive an **email acknowledgement by Monday 16<sup>th</sup> July 2018** and the **Disco Admissions List will be displayed in the School's reception area on Monday 16<sup>th</sup> July 2018**. Please check your inbox (& spam/junk folder as this will be sent from PTA email address) If you do not receive an email then please check the admissions list on display in school reception from Monday 16<sup>th</sup> July 2018 & if child's name not on it please email [connaught.pta@gmail.com](mailto:connaught.pta@gmail.com)

If you are able to help on the evening, or beforehand with setting up, we would love to hear from you as we need about 40 helpers to run the event. If you do volunteer, **assume that your help will be required!** Please provide your details on the application slip and we will be in touch by Monday 16<sup>th</sup> July 2018, so please check your inbox.

All disco news and info can be found on the [PTA Disco page](#) on the School website.

With best regards,

**Connaught PTA**

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Chair - Gemma Grant  
Vice chair - Sarah Burley

Secretary - Leonie Gilbert  
Communications - Sarah Evangelista

## CONNAUGHT JUNIOR SCHOOL DISCO - KEY INFORMATION

- ❖ Disco applications must be made by the stated deadline and no money will be accepted at the door on the night. This is necessary as the Admissions List has to be finalised prior to the event and an accurate register is essential in the event of emergency during the event.
- ❖ Only current Connaught students are eligible to attend Connaught Discos.
- ❖ Valuable items, such as mobile phones, must not be brought to the Disco. The PTA will not be held responsible for loss or damage incurred to any such items.
- ❖ If your child requires medication, please bring it to the sign-in desk and ask for it to be given to the First Aider in charge. All medication must be clearly labeled with your child's name and any administration instructions.
- ❖ Please be aware that our DJ uses bubble/snow machines. Children suffering from asthma might wish to avoid getting too close to these.
- ❖ If your child wears a coat to the Disco, please could this go back home with whoever drops your child off on the evening as storage space is limited.
- ❖ **At drop off, Years 3 & 5 please come to the front entrance where the children will be signed in. Years 4 & 6 please come to the rear entrance.**
- ❖ At collection time, enter via the front entrance to collect child(ren) from the main hall. Please take your children out through the back doors to maintain a 'one way' system, collecting your child's belongings in the corridor before leaving the building. **No child will be allowed to leave the building unless they are accompanied by an adult. Please do not arrange for your child to walk home or meet you outside.**
- ❖ We recommend that children bring no more than £5 spending money - if you can provide them with some money in loose change that would be ideal.
- ❖ Children are not permitted to take sweets or drinks out of the dining area during the Disco to keep litter to a minimum. Seating is provided in the dining area where children may eat their snacks and have a drink.
- ❖ An area is provided where the children can safely leave their belongings. This is monitored by our parent volunteers.
- ❖ Our Discos can only run if we have enough adult help to supervise the corridors, main hall and dining area. If you do volunteer, please bear in mind that younger or older siblings who are not students at Connaught cannot accompany you.
- ❖ **There will be a photographer at the disco charging a nominal fee for a digital print. The photographer will be uploading the photos on her website which will require a password. If you are happy for your child to have their photos taken with other children and put on this website which will require a password, please complete the form below.**

**FOR THE ATTENTION OF THE PTA**  
**17<sup>th</sup> JULY DISCO, 2018 – APPLICATION FOR ADMISSION**

**Friday 13<sup>TH</sup> July 2018 - DEADLINE FOR RETURN – 2018**

❖ Child 1      Name.....  
                         Class.....

❖ Child 2      Name.....  
                         Class.....

❖ Child 3      Name.....  
                         Class.....

❖ Emergency contact details for the evening of the Disco:

Contact name.....

Contact number.....

❖ Please tick the box if your child will be bringing medication to the Disco      ☐

❖ Please tick the box if you are happy for your child to pay to have a photo taken with other children, which will be supplied to you via a website which has a password

Yes      ☐

No      ☐

❖ Please let us know if you can help with this event in any way....

Yes, I can help during:

set up, from 4.00 pm.      ☐

the disco, from 6.00-8.00 pm      ☐

clear up, from 8.00-9.00 pm      ☐

I am:

DBS/CRB checked .      ☐

a qualified First Aider      ☐

❖ **Communications**

Where possible, we aim to use the email system to communicate. Please provide your email address for us to keep the PTA database up to date and to help us save paper and improve our efficiency. Your email address is not passed on to anyone else and we bcc all copies so that your address remains private.