



Billingshurst Primary School
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Wednesday 28th November 2018

Dear Reception Parents/Carers

RECEPTION NATIVITY PLAY

Christmas is on the horizon and we are pleased to invite you to our Reception nativity play. It will be held on Thursday 6th December at 2.15 pm and Friday 7th December at 9.45 am in the KS1 Hall. We anticipate that the performance will last approximately 30 minutes. Please be seated 10 minutes before the performance starts.

Places will be allocated on a first come, first served basis and unfortunately restricted to 2 seats per family as space is limited for safety reasons. Tickets will not be sent home but a list compiled and ticked off at the entrance to the performance.

Places can be reserved using the online booking system used for parent consultations:-

<https://billingshurst.parentseveningsystem.co.uk>

Please choose which day you require places for and select the number you want; please don't request more than 2 seats per family. **There is no charge for the performances.**

The system will be live from **5pm on 28th November 2018** and you can reserve seats from then until **3pm on 5th December 2018**. Should you wish to make any changes after this date please contact the school office.

If you have not used the system before, login with the following information:

Parent's Name:
Child's Name:
Child's Date of Birth

If you book seats but later decide you don't need them, please cancel them online or let the office know as there may be a waiting list. If you wish for extra places, should these become available, please add a note when making your booking or use the waiting list facility. You will be contacted by the office if you have been successful in gaining additional places.

Please call the office if you are having problems accessing the booking system and ask for assistance.

Yours sincerely

Helen Williamson
Headteacher

