

Jubilee Event - Wednesday 25th May (2.15pm)

IMPORTANT REMINDERS

We are very much looking forward to our jubilee event tomorrow. In preparation, may I please bring your attention to the following points:

Parking:

We anticipate a large number of parents and carers will be attending this event. As always, the car park is only for staff use. We encourage you to park a short distance away from school and walk the rest of the way, if you are able to.

Please be considerate to our neighbours by not blocking driveways or parking inconsiderately, including parking within the yellow zig-zag area outside school.



Toilet facilities during the event:

Toilet facilities will be available in the main foyer (near the office). **For safeguarding reasons, we request that parents and carers only enter the school building to use the toilets, using the doors from the Key Stage 1 playground.**

Young Children/Climbing Apparatus:

Please keep any younger children with you at all times. Please note that the climbing equipment will be out of use throughout the event.

Timings:

The main gates will open at 2.05pm. They will close promptly at 2.15pm. All visitors must sign in on arrival. We ask for your co-operation by arriving on time.

We do ask that if you are attending this event, you stay for the duration. This is to ensure we can manage who is on site in case of an emergency. If you do need to leave early, you must sign out at the office before you leave.

Timetable/Set up for the day:

When you arrive, please head straight to the field. There will be markers to indicate where each year group is based. At the end of this letter is a map for your reference. There will be 3 stations - parents are asked to stay with their child's class and work around the stations with the class. A bell will indicate when it is time to move to the next station. **If you have more than one child at the school, you are welcome to move between classes but we do request you only move across when the bell rings.**

Seating:

There will be some seating available at the tea and cake station. If you feel you may find it difficult to stand for an extended period of time, we do ask that you bring a picnic chair with you to take round to each station. Please ensure you take your chair when you move to the next activity!



Raffle:

The raffle will be drawn at the end of the event. If you would like to purchase a ticket, they will remain on sale until 11.59pm today.

Dress Code:

Children should wear smart, formal clothing (NO jeans or sportswear). We suggest a summer dress, shirt and tie or similar. **Please note – open toe sandals should not be worn.**

Bognor Regis Observer:

We are expecting a photographer from the Bognor Regis Observer to be present during the event, as they are planning to run an article about our jubilee celebration. We will let you know when this will be published, when we know!

We look forward to a fun day to mark Her Majesty the Queen's Platinum Jubilee!

Yours sincerely



Mr Noel Goodwin
Headteacher

