



Billingshurst Primary School
Headteacher : Helen Williamson BSc (Hons) MA
Station Road, Billingshurst, West Sussex RH14 9RE
Tel: 01403 782789 Fax: 01403 783124
e-mail: office@billingshurstprimary.org.uk
website: www.billingshurstprimary.org.uk

17th November 2016

Dear Reception Parents/Carers

RECEPTION NATIVITY PLAY

Christmas is on the horizon and we are pleased to invite you to our Reception Nativity. It will be held on Wednesday 7th December at 2.15 pm and Thursday 8th December at 9.45 am in the KS1 Hall. We anticipate 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 at one performance only as space is limited for safety reasons and we ask that no younger siblings attend. Tickets will not be sent home but a list compiled and ticked off at the entrance to the performance.

Places can be reserved on **ParentPay** from **10.00 am on Friday 18th November** and all orders must be received **by 4 pm on Friday 2nd December 2016**. 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**. Please contact the office if you have lost your ParentPay login details or require help in logging on. If you are unable to access ParentPay at all, then please come to the office and request a paper order form

If you order places but later decide you have some 'spares', please let the school know as there may be a waiting list. If you wish for extra places, should these become available, please let the office know and we will allocate them in the last few days before the performance.

Yours sincerely

Helen Williamson
Headteacher

