



25th January 2016

Dear Parents,

Grandparents Day

We are delighted to invite all the grandparents of children here at Emmbrook Junior School to our annual Grandparents Day on Friday 12th February 2016.

We will be holding two sessions during the morning to enable as many of our Grandparents to attend as possible. The first will start at 9am and finish at 10.15am. The second session will commence at 10.30am and end at 11.45am. This will allow grandparents to have refreshments at the start of the session before watching their grandchildren perform a short assembly. Following the assembly grandchildren will collect their grandparents to show them around the school. During each session ALL children will perform in the assembly therefore grandparents can attend either one.

As this event is so popular and we have a limit on the number of people we can accommodate in our hall, we will initially be allocating **two tickets per family**. Once the initial tickets have been allocated we will issue further tickets if possible. To enable us to do this, please could you complete and return the attached slip, detailing the number of tickets you would like, by **Monday 1st February**. Additional tickets will be allocated by Monday 8th February. On the day of the event we will ask grandparents to sign in and out of the school to ensure our health & safety and safeguarding procedures are adhered to.

For those children who are not able to have their grandparents attend, we will allow them to invite another family member or close family friend instead.

Yours sincerely,

Mrs L Gurney
Head Teacher

Grandparents Day 2016

Child's Name(s): Class:
.....

Grandparent Name(s):
.....

I/we would like to attend:

First session at 9am until 10.15am

Second session at 10.30am until 11.45am

Grandparent(s) names if additional tickets become available:
.....