



12th October 2018

Dear Parent/Carer

First of all many thanks to you all for your continued support with our FORMS events, we had a fabulous AGM, and a special thanks for the new volunteers that turned up. Here's to a great year for FORMS.

Following on from last year we will continue to make our events a much safer place for both staff and the children. Therefore, we will continue to sign in/out each child into the school for school events ie discos and film nights, so please ensure that you assist with this and do not remove your child from the premises prior to this, as in the event of a fire this could mean someone looking for your child when they are not there. Can we please request that you bear with us during this? Children will sign in as they enter the hall. At the end of the event we will group the children into their respective class groups and then ask that you go into the hall and collect them, ensuring they are signed out on leaving.

Following a success Spooky disco last year we are continuing to ask parents to leave the hall once they have dropped the children off. Unfortunately, for health and safety reasons we cannot accommodate everyone in the hall safely as we would exceed the number of people we are allowed to have in the hall at any one time. However, if you feel you need to stay with your child during discos etc, that you use the parent room that is allocated in the library. We would also ask that you discourage your child from congregating in the library with you. *If, however you would like to stay at the disco and could help with the running of the event, this is always appreciated, without helpers the events cannot run.*

If your child has a medical condition that requires assistance such as an inhaler or similar, it is imperative that your child knows any signs of their condition and has the appropriate support (ie inhalers/epipens) with them to control this. We will have people at events to help but should highlight that we do not have access to any inhalers etc that you have arrangements for your child to use during school hours. We should highlight that we are unaware of any care plans that are in place for your child during school hours so if they need your support during our events we are more than happy for you to stay with them.

Juniors Disco – In the best interests of safety for all, the juniors should not arrive too early for their disco. This causes overcrowding at the entrance of the school, while infants are trying to leave their disco.

Year 6 pupils Only - If you are happy for your child to leave an event alone to make their own way home, can I please ask that you sign the slip below and return it to the school by Wednesday 17th October. Without this, your child will not be released from the school to walk home alone

Mobile Phones – In line with safeguarding, we ask that children do NOT bring mobile phones to the disco, we understand that some may need this to walk home afterwards we will therefore provide a secure place for phones to be collected and given out at the end of the disco.

We are sure you understand the reason for this letter as we have the best interest of the children at all of our events and hope you continue to show your support.

If you have any questions regarding the above please do not hesitate to contact us through either our facebook page ‘Richmond Methodist school PTA’ or drop us at email formsrms@yahoo.co.uk.

Looking forward to seeing the little ones at the Spooky Disco on Thursday 18th October

Many thanks

The volunteers of “Friends of Richmond Methodist School”

Year 6 Pupils ONLY – Please return by Wednesday 17th October 2017

We/I do / do not give permission for in
Class to make their own way home from FORMS events. **(Please delete appropriately)**

Parents Name

Signature

Contact number.....