

PTA Junior Disco

Friday 2nd March 2018
7.15pm – 8.15pm

PLEASE NOTE; All children attending the Disco **MUST** have a completed form (attached to this letter), which needs to be handed in at the main entrance by reception, along with a £2 entrance cost. Correct change and an already completed form will allow faster entrance to the Disco, although there will be spare forms if needed on the night. Even if you are helping at the Disco, your child will need a completed form. Please only put junior children on the same form, and complete a separate form for any infant children. This will ensure that we have accurate numbers and contact information for each Disco, which will meet our safety regulations.

Please ensure the emergency phone number you give on the return slip is a number that you can be contacted on **during the disco**. It is important that we can contact you immediately if your child is ill, has an accident or if we experience behaviour problems on the evening.

We are only able to run the disco if we have sufficient volunteers. If you are able to help on the night please indicate this on the return slip at the bottom of the consent form, and provide a phone number and email address so we can contact you to confirm further details. You can remove this slip and put it in the PTA Box - thank you! Please arrive at least **15 minutes before the start of the disco** to ensure that you are in place when we open the doors. Please identify yourself at the door, and you and your child/ren will be allowed to enter. If you are volunteering, you will be emailed a copy of the disco risk assessment in advance, which you will be required to read before the disco. You will then need to sign in on arrival to the disco, including signing to say you have read the risk assessment.

Parents are welcome to stay at the school during the disco, although you will be required to sign in. There will be sign in sheets available at reception. Then don't forget to sign out at the end of the disco! You can leave your children at the disco, if you are just dropping off you will not be required to sign in. Thank you in advance for your co-operation with this new system, it is being introduced with the aim of making these events safer.

Please note that siblings are not allowed in school whilst the disco is taking place.

Drinks, snacks, keyrings, glow-in-the-dark pendants and tattoos will be available for purchase at the disco and will be priced at approximately 20p - 50p each. We suggest that each child brings no more than £1 - £3 to spend, and we request that their money is kept in a **named** purse.

Children must be collected at 8.15pm. Please enter the school via main reception, collect your child from the hall, and then leave via the fire exit at the back of the hall. If your child will be picked up by another parent, you need to write this on the form, in the space provided. Please provide details of the adult who will be collecting, including a phone number. This information will be passed on to the teacher manning the exit at the end of the disco. Children will not be allowed to walk home alone after the disco.

Children should not bring any personal items including mobile phones (real or toy) to the disco. To avoid loss or damage, any personal items brought to the disco will be locked away for safe keeping for the duration of the disco. We appreciate your co-operation.

Please put any song requests in the PTA box, and we will pass them onto the DJ.

Medication

If your child may need any particular medication to be available (i.e. inhaler or epipen) please fill out the medication consent form overleaf together with the relevant information. Please ensure **the medication**, together with the form is passed to the PTA member on the front door upon entry into the disco. As a PTA we ensure that we have a First-Aider present at both discos that will help administer any medication in the event of an emergency.

JUNIOR DISCO

PLEASE BRING THIS COMPLETED FORM, ALONG WITH THE ENTRY FEE(S), ON THE NIGHT OF THE DISCO.

Child's Name(s) JUNIORS ONLY.....

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- **I give permission for my child/ren to attend the disco on Friday 2nd March 2018**
- **I give permission for medical attention to be given to my child, in the case of an accident or emergency, by a qualified approved First-Aider.**
- **I give permission for my child to have a temporary tattoo applied** (please delete if permission is not granted)

Signed

You can contact me during the disco should a problem arise on (home **phone number** and/or

mobile):

If your child will be collected by another adult (other than their parents / guardians) please state the adults name and contact number below

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Medication Consent Form

(Please detach and place with medication in a sealed envelope)

Childs name:

Contact No:

Medication/Instructions:

Any other information you feel may be helpful (i.e. allergies):

Please bring your medication, along with this slip signed and dated, in a sealed envelope, clearly marked with child's name and hand in to the PTA member on the front door. Your medication will be returned at the end of the event.

We do not recommend sending medication in unannounced with your child. It could become lost or the child may not be able to administer the medication itself in the event of an emergency. Your co-operation is much appreciated.

Signed:.....

Date:.....

VOLUNTEERS

I am able to help at the Junior disco.

Name.....

Contact number.....

Email address.....

Please return this slip to the PTA box in the school reception area. Thank you.