



## SAINT NORBERT'S CATHOLIC VOLUNTARY ACADEMY

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Mission Statement: To live, love and learn in the footprints of Jesus.

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29<sup>th</sup> September 2026

Dear Families,

### Harvest Celebration

It is our pleasure to invite you to join the children from Class 2 (Reception) and Classes 3, 4 and 5 as they celebrate Harvest together on Friday 23rd October.

Doors will open at 1.30pm, ready for a 2pm start, with entrance through the doors at the side of the school hall. The Friends of St Norbert's will be serving tea, coffee and biscuits before the Celebration begins, and we are very grateful in advance to any PTA members who are able to help.

As you will appreciate, space in our school hall is limited and - in previous years - we have always received a very high number of requests for tickets. We must therefore limit tickets to two per family in the first instance, which will be allocated on a first-come, first-served basis.

To request tickets, please use the link which accompanies this letter to complete our online form, indicating whether you would like one or two places. Once all families who wish to attend have had the opportunity to request tickets, any remaining places will be made available.

Please note that ticket allocations are per family, rather than per child. For example, if you have two children taking part, please do not request four tickets. Where parents live at separate addresses, one ticket will initially be allocated to each parent. If you have agreed that one parent will not be attending and the other would like to use both available tickets, please speak to the school office.

For fire safety purposes, all those attending - including babies and young children - must be included within our overall headcount. Unfortunately, this means that children and babies cannot attend without a ticket, even if they would ordinarily sit on an adult's knee. If you would like to bring a baby or young child, please include them when requesting your places.

If you are bringing a pushchair or pram, please be aware that these cannot be accommodated in the school hall and will need to be left outside the entrance. If you use a wheelchair or another mobility aid, and need to remain seated in or on this during the Celebration, please let the office know in advance so that we can make sure appropriate space is reserved for you.

Unfortunately, because of the limited space available, mobility scooters cannot be accommodated inside the hall.

If you are allocated tickets but later find that you are unable to attend, please return any unused tickets to the school office rather than passing them on to family members or friends. We may have other parents who have been unable to secure a place, and returning tickets to us allows us to reallocate them as fairly as possible.

### **Supporting our local Foodbank**

We are delighted that a representative from our local Foodbank will be joining us for this year's Celebration. We will be holding a collection during the Celebration for anyone who would like to make a cash donation; there is, of course, no expectation to do so.

Alternatively, we will have a Foodbank collection point in school for one week from Monday 19th October. Families who would like to contribute are invited to donate items such as:

UHT long-life milk, tinned potatoes, tinned vegetables, tinned meats, rice pudding, tinned fruit, instant coffee (small jars), tea, packets or tins of custard, and bottles of fruit squash or juice.

The Foodbank would also be very grateful for toiletries such as toothbrushes, toothpaste, shower gel, deodorant, shampoo, conditioner, hand cream and soap.

Finally, we ask that everyone is seated and ready before the Celebration begins at 2pm. Once the children have started, we will unfortunately be unable to admit late arrivals, as opening the doors and finding seats can be very distracting for children who have worked hard to prepare.

Seats will also be allocated in advance. When you arrive, a member of staff will show you to your places; please remain in the seats you have been allocated rather than moving to other available seats. This helps us to keep an accurate record of attendance and identify any places which can be offered to families who may still be waiting.

We know that some of these arrangements might feel a little restrictive. However, they are necessary because of the limited capacity of our hall and do help us to make the Celebration as safe and as fair as possible for all. Thank you, as always, for your understanding and cooperation.

We look forward to welcoming you and celebrating Harvest together.

Yours sincerely,

A handwritten signature in black ink that reads "A Dawson". The signature is written in a cursive, slightly stylized font.

A Dawson