SAINT NORBERT'S CATHOLIC VOLUNTARY ACADEMY

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

6th November 2026

Dear Families,

Nursery, Reception and Class 3 Christmas Performance
The Performances of "The Christmas Tree Nativity" - for all children in Classes 1, 2 and 3 - will take place on Wednesday 2nd December at 9.45am and then again at 1.45pm. Tickets are now available to order and are free. However, please note that there will be an *optional* collection at the start of each event to help us to fund the cost of each performance (costumes, for example).

Please complete the order form using the online link, which will be sent to you separately, with your ticket requirements; emailed ticket orders will not be accepted. Initially, you will be able to access **no more than five tickets over the two performances** (i.e. five tickets in total - not five for each performance). Please do not order more than five tickets on the first section of the form, or order five tickets for each child, as these responses must be deleted and you will have to order again.

If you *would* like more than five tickets, please complete the reserve section of the order form. Once the first set of tickets has been allocated, we will then look at reservation orders and try to accommodate requests for additional tickets wherever possible.

If you wish to film the performance, please email the school office to confirm which performance you would like to video and then do please order your tickets using the online form. Filming *is* permitted from the back row of the hall but **you will not be allowed to stand** - or video from elsewhere - as this restricts the children's view of school staff; it also affects other visitors' enjoyment of the performance. Flash photography is not permitted as this is distracting for the children and other audience members.

I would ask, please, that you do not share photographs or videos containing other people's children on social media sites. Understandably, some parents may not wish their children to appear on social media and I would encourage our community to respect this decision. Thank you - as always - for your understanding and consideration.

The morning performance will start at 9.45am, with doors opening at 9.15am. The afternoon performance will start at 1.45pm, with doors opening at 1.15pm.

Children from Classes 4 and 5 will see the younger children's Christmas performance separately during school time and on a different day.

OUR LADY OF LOURDES CATHOLIC MULTI-ACADEMY TRUST

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Refreshments for both performances will be served in the school hall for ticket-holders before the performance begins. Entrance for visitors will be through the doors at the side of the hall – not the main school reception.

Once the performance begins, there will be no admittance; late arrivals disrupt the hard work which has been put in by the children. In addition, seat numbers are allocated; please do not move to a different seat once you have been shown to your allocated places as this causes confusion when staff are trying to see if there are any parents who have not arrived and their seats have been filled.

To ensure the safest possible evacuation in the event of an emergency, I am unable to allow cots and pushchairs in the school hall and photographic equipment - such as tripods - cannot be allowed in the aisles. The added benefit of this is that we are able to maximise the number of available tickets.

However, if you need to arrive into the school hall in a wheelchair or with a mobility aid, could you please let the office know at the time of booking so that an appropriate seat can be organised for you in advance. Wheelchairs and mobility aids will need to be taken outside during the performance if this is possible.

Should you be able to help the PTA with refreshments, please do inform the school office by email; you will also need a ticket for these performances to be included in the overall headcount. In view of the number of ticket requests anticipated, it would be very much appreciated if you considered helping at the performance you intend seeing anyway, please.

Once your tickets have been received, if you are unable to attend, please return the tickets to the school office so they can be allocated elsewhere. Please do not give the tickets to friends or relatives as this causes confusion; there may be families who have not received all the tickets they would like and these can be allocated again in the correct order.

I recognise that there is a considerable amount of information in this letter but our intention is to ensure the smooth operation and delivery of our annual Christmas performances. I would like to thank you once again for your support and look forward to seeing you in the audience.

Yours sincerely,



A Dawson