Wednesday 30th November 2016

Dear Parent \ Carer

**YEAR SEVEN CAROL SERVICE - ST. MARY’S CHURCH WARE, TUESDAY 13TH DECEMBER 2016**

I am writing to invite you to the Year Seven Carol Service which will be held in **St. Mary’s Church, Ware** on **Tuesday 13th December 2016** at **2.35pm**.

Students will have an early lunch and meet in the Hall at 2.00pm where they will be escorted by staff on foot to the Church in Ware High Street. Full school uniform will be worn, and any school bags etc. will be stored in the church until the end of the service. During the service there will be a collection for a local charity.

Parents \ carers are welcome to join us at the Church, and I suggest that parents \ carers are seated on the left hand side of Church by 2.20pm so that we can welcome the students into the Church in an orderly manner. The service is due to finish at 3.20pm and students will be able to leave with their parents \ carers directly from the Church. Alternatively students who live locally will be given permission to leave from the Church on their own. Those students who travel by school bus or need to return to school will be escorted by staff back to Chauncy.

Please complete and return the permission slip below, indicating whether you will be attending the Carol Service and how you would like your child to be dismissed at the end of the activity. If you have any concerns or queries about this activity please contact me at school on 01920 411200 or email: admin@chauncy.org.uk

Yours faithfully

Steve Walton (Deputy Headteacher)

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**Please return to your Year Seven Form Tutor by Friday 9th December 2016**

Name of Student: . . . . . . . . . . . . . . . . . . . . . . . Form Class: . . . . . . . . . . . . . . . . .

* I will be attending the Y7 Carol Service
* I will not be attending the Y7 Carol Service
* I will take my child with me at the end of the Carol Service
* I give permission for my child to walk home from St. Mary’s Church
* I would like my child to return to Chauncy with the teaching staff

Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . Date: . . . . . . . . . . . . . . . . . . . . . . . . . . . .