



END OF TERM ARRANGEMENTS

Friday 1st December 2017

Dear Parents,

We are much looking forward to the final days of term. Please note that there will be no after school activities, other than After School Club and Judo Club, during the final week of term.

Monday 11th December

In the morning, the EYFS and Junior Department will have their Christmas Party with a celebrity seasonal visitor calling by! In the afternoon, we are looking forward to welcoming back 'West End in Schools', who will give a performance of *Beauty and the Beast* to the School, which will take place in the Hall commencing at 2pm. We look forward to an entertaining performance.

Tuesday 12th December

We are looking forward to the FOSH Secret Gift Room, which will take place in the Seagull Studio. All staff are aware of the timings of this event which will take place in the Seagull Studio during the morning. Girls may wear a Christmas jumper to mark the occasion. Please can all money be sent in a named purse.

Wednesday 13th December

All the girls from Nursery to Form VI will sit down to our annual Christmas lunch in the Dining Room. Christmas jumpers may also be worn on Wednesday.

Thursday 14th December

There will be a rehearsal for the Nativity and Carol Service on Thursday, starting at 9.30am. Girls are asked to come to school as usual and will walk to St Nicholas' Church at 9.00am for their rehearsal. Please ensure that your daughter has her coat and cagoule in school on that day. Please ensure that your daughter takes home all of her PE kit, including trainers, at the end of the day on Thursday. We would be very grateful for your help in ensuring that this happens, and that all garments are thoroughly washed and renamed if necessary! Your daughter should also take any important remaining belongings home at the end of the day. Aprons, fleeces, musical instruments and bags should go home with your daughter. It will not be possible to take any belongings to the church on the following day.

This will be the final opportunity to speak to staff before the Christmas break.

Friday 15th December

Please remember that there will be no Breakfast Club on 15th December.

The Nativity & Carol Service will take place at St Nicholas' Church, Harpenden at 9.30am. We shall be delighted to see as many parents as possible at this service. We would prefer not to have children under four years of age unless they are able to remain quiet during the service. Please note the following points.

1. Girls in Forms I – V should arrive at school between 8.20 – 8.45am as normal, wearing blazers and bringing cagoules. They will walk to the church with the staff. In the unlikely event of very bad weather we will communicate alternative arrangements to you via the groupcall service.
2. All girls in Reception and Form VI are requested to go directly to church, dressed in their school uniform (blazers for Form VI only). Reception girls will change into their costumes on arrival at the church. The school will provide the costumes and will ensure that they are at the church so there is no need for you to bring these with you. Please can Form VI arrive by 8.50am and Reception by 9.00am.
3. We ask you to respect the church's policy and not to use videos, cameras or camera phones during the service. However, there will be a photo opportunity at the end of the service for Reception parents. Reserved seating is provided for Reception, Form I and Form VI parents in the nave. Parents of other year groups will allocated seating in other parts of the church.
4. The service will start at 9.30am and we ask parents not to arrive before 9.10am in order to allow staff sufficient time to prepare the church. The service is expected to last approximately one hour. Due to parking difficulties we advise parents to use either Amenbury Lane, Sainsbury's or Waitrose car parks.
5. May we remind you to switch off all mobile phones before entering the church and request that no refreshments are taken into the service.

At the end of the service, all pupils from Forms I - V will be dismissed directly from the church. We would ask that you allow the girls (except Reception, FI and Form VI) to leave the church first. They will be taken to the churchyard by form staff for collection by parents. Form VI will be taken to the font area at the rear of the Church and Reception (after photographs) to the Vestry for changing prior to departure. Form I will be dismissed from the piano in the church. Please inform the appropriate member of staff before leaving with your child. If you have more than one daughter, please take the youngest child first. The dismissal of the girls is likely to be challenging, due to the space restrictions and possible bad weather conditions. We would be very grateful for your assistance in moving away from the crowded areas as quickly as possible once you have collected your daughter.

We hope that you enjoy the service and we look forward to seeing as many parents as possible on this special occasion in the school calendar.

With best wishes
Mr Sayers
Headmaster