

The Royal School



school
achievement award
Department for Education and Employment



(Crown Aided)



The Great Park
Windsor, Berkshire. SL4 2HP
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23rd November, 2015

Dear Parents/Carers,

Carols and Readings Service

You are invited to join The Royal School on Tuesday, 20th December at 2.30pm for Readings and Carols in The Royal Chapel. Canon Martin Poll will be leading this service which all the children will be attending.

Seats are limited to a maximum of **two per family** (including pre school children or siblings who might occupy a seat). Pre-school children are welcome to attend but if they become noisy we do ask that you take them outside so that this event can be enjoyed by everyone present.

Parents will be required to collect their children from the school at 2pm to transport them to The Royal Chapel. Parents not attending the service will be required to collect their children from The Royal Chapel at approximately 3pm. Please ask in the office if you are unsure how to get to The Royal Chapel. Where possible please make arrangements for another parent to transport your child if you are unable to do so yourself as not all school staff can transport children in their cars.

Please be advised that there is strictly no photography (cameras, mobile phones, I pads or any such like) allowed either inside or outside The Royal Chapel, unless Canon Poll advises to the contrary.

Please ensure that you complete your car registration on the reply slip as we do have to provide a list of registrations to the Police Gate.

Please return the attached reply slip by **Wednesday 23rd November**. Thank you.

Yours sincerely

Bev Coombridge
Headteacher

CAROLS AND READINGS IN THE ROYAL CHAPEL-Tuesday 20th December at 2.30 p.m.

CHILD'S NAME _____ CLASS _____

I / we would like the following number of seats for the above event:

ONE	TWO	NONE
<input type="text"/>	<input type="text"/>	<input type="text"/>

I can transport my child to The Royal Chapel at approximately 2.00pm or my child will be transported by _____.

Car registration: _____ Royal School Car Permit must be displayed.

My child will be collected from The Royal Chapel after the service by me

or _____

I cannot organise transport to The Royal Chapel and give permission for my child to travel with a member of staff YES / NO.

SIGNED: Parent / Guardian

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