



# Richard Coates CE School

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(please visit our new website as above)

Headteacher: Mrs Heather M. Cape

Dear Parent/Carer,

8th November 2017

We are writing to confirm all the arrangements for one of the festive events taking place during the second last week of term.

On Thursday December 14th, we will be holding our Key Stage 3 Christmas Carol Service in St. Mary's Church at 6:00 pm. We need pupils to take part in the service and by signing this letter you are confirming that your child will be able to attend. We would also welcome as many pupils, parents and family members as possible to come and watch proceedings. All those involved will need to arrive at the church by 5:40 pm in full school uniform. The Carol Service should be over by 7:00 pm. Please make sure to make the necessary arrangements to transport your child to and from St. Mary's. The service will feature the words and music prepared by our Year 7 and 8 pupils as well as other year group contributions to the Christmas Story.

We would like to take this opportunity to thank you for all the support you have given to your child and to school at this busy time of the year.

We would be grateful if you could complete the attached reply slip and return it to your child's tutor as soon as possible.

Yours sincerely,

Miss M. Andrews Head of Year 7

Mrs C. Huitson Head of Year 8

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I agree to my child \_\_\_\_\_ taking part in the Key Stage 3  
Coates Christmas Carol Service on Thursday December 14th at 6:00pm in  
St Mary's Church, Thornhill Road.

I will make the necessary arrangements to transport my child \_\_\_\_\_ to  
and from the church on Thursday December 14th.

Signed: \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_

Please reserve \_\_\_\_\_ seats.