



Headteacher: **Mr J Grant**  
Sackville School, Lewes Road, East Grinstead,  
West Sussex RH19 3TY  
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[www.sackville.w-sussex.sch.uk](http://www.sackville.w-sussex.sch.uk)



December 2017

Dear Parent/Carer

On Tuesday 19<sup>th</sup> December at 6.30pm, in St Swithun's Church East Grinstead, Sackville School will be holding our annual Christmas carol service. We are delighted to be able to offer this in the evening so that parents are able to attend.

As you are aware your child is part of the choir/band and in order to practise their performance in the church we will be walking up to St Swithun's on the morning of 19<sup>th</sup> December leaving Sackville at approximately 11.00am. Students should meet in the music block at 10.30am. We will walk up as a group. Students should wear their coats and be prepared for rain as it is a ten minute walk to the church.

We will walk back to school by 1.00pm.

In the evening the service begins at 6.30pm but the choir should arrive at 5.45pm wearing their full school uniform. Please make sure that this is smart. The service is expected to end at 7.30pm. We would be grateful for the slip below to be returned to Mr Heatley by Monday 11<sup>th</sup> December.

I do hope that you and your family will be able to attend the service and to join us afterwards for mince pies and a drink in the church hall, provided by our Governors.

Insurance for all school trips is arranged through West Sussex County Council. Full details of the policy can be found on our website at [http://www.sackville.w-sussex.sch.uk/?page\\_id=26728](http://www.sackville.w-sussex.sch.uk/?page_id=26728). **Peanuts or peanut related products are not allowed to be taken on any school visit.**

Tickets for the service can be collected from the LRC or school reception. I would like to take this opportunity to wish you a Merry Christmas and Happy New Year.

Yours sincerely

Mr T Heatley  
**Curriculum Leader of Music**





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To: Mr T Heatley - music

Name of student \_\_\_\_\_ Form \_\_\_\_\_

I am happy for my child to take part in the school carol service which is to be held at St Swithun's Church on Wednesday 19<sup>th</sup> December 2017.

I will make arrangements for my child to be collected after the evening service.

We will use the emergency contact details we have on our database for your child for this trip. If however, the contact details will be different for the duration of this trip, please fill in the details below.

Emergency contact telephone number \_\_\_\_\_

Emergency contact name (please print) \_\_\_\_\_

Parent/Carer name (please sign) \_\_\_\_\_

Parent/Carer name (please print) \_\_\_\_\_

Date \_\_\_\_\_

