



Headteacher: **Mr J Grant**
 Sackville School, Lewes Road,
 East Grinstead, West Sussex RH19 3TY
Tel: 01342 410140
Fax: 01342 315544
Email: secretary@sackville.w-sussex.sch.uk
www.sackville.w-sussex.sch.uk

November 2014

Dear Tech/Production Member and Parent/Carer,

Congratulations! You have gained a role in our technical/production side of our next school show, *Hairspray*. I have had close to 60 people sign up so you should be incredibly proud of being on the team. You will be given set roles to work on during the run, some of you will not be required for all shows, however this will be fairly distributed.

You will need to attend the 'whole cast' rehearsals which will be towards the end of January. It is always hard work to put on a full production in just over three months so it is essential that you are reliable and committed. Please let me know **now** if there are any shows that you are unable to make so that I can work around this.

We are planning to order show t-shirts which you can wear during the show run and promotional activities. You can choose what you would like on the back of your t-shirt eg your role or your own name. The purchase of these t-shirts is totally optional. If you would like a t-shirt, the cost is £7.00. Please make cheques payable to Sackville School with your child's name and 'show t-shirt' on the reverse or if you wish payment can be made online.

Please ask your parent/carer to sign the permission slip below to confirm that they are aware of the commitment required and that you will be able to attend all show dates and required rehearsals.

Once again, well done for getting into the tech team and we are looking forward to working with you on what promises to be a very exciting production!

Yours sincerely

Mr A Wintle and The *Hairspray* Team

To: Mr Wintle

Name of student Form

I confirm that my child will attend all of the required rehearsals and show dates for *Hairspray*.

I would/would not (please delete as appropriate) like to purchase a show t-shirt for £7.00.

I would like to order a t-shirt in size (please circle as required)

Slim fit: XS S M L

Loose fit: S M L XL

The name on the back should read

I have forwarded £7.00 to Sackville School via the online payment system/I enclose a cheque for £7.00 made payable to Sackville School (please delete as appropriate).

Signed Parent/Carer

Date

