



# Gusford Primary School

*"Promoting Achievement and Success."*

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Headteacher: *Mr C Tapscott B.A. (Hons)*

8 June 2017

Dear Parent,

**Thursday 6 July 2017**

**Infant Disco: 5.00pm - 6.15pm**

**Junior Disco: 6.30pm – 8.00pm**

**Cost: £2.00**

The PCA will be running a school disco for the Infant and Juniors this term, on Thursday 6 July 2017.

Payment for the disco should be made via Parentmail and this will be available from **Monday 19 June 2017 @4.00pm**. The closing date for purchase will be **Monday 3 July at 9.00am**. Tickets are available on a first come first served basis as we are restricted by Health and Safety regulations to the number of pupils attending at each of the discos.

Tickets will not be issued as we are able to produce a list of those pupils who have paid for the disco via Parentmail. This will be checked on entry to the disco and reduces the administration required by the PCA therefore allowing us to have a later closing date. No payment will be accepted after the closing date of Monday 3 July.

If you have not yet signed up for Parentmail or experience any difficulties or issues when paying for the disco, a member of staff will be available to assist you. Please note that when making a transaction via Parentmail you will receive an email confirming that the transaction has been completed satisfactorily. If you do not receive such an email, or have any problems during the transaction, please do not assume your payment has registered. **We would ask that you address any such issues as soon as they occur, as we may not be able to rectify this once the closing date has passed.**

Yours faithfully

C D'Cunha  
Executive Principal



The *Active Learning* Trust

