



Gusford Primary School

"Promoting Achievement and Success."

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

14 June 2016

Dear Parent,

Thursday 30 June 2016

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 30 June 2016.

Payment for the disco should be made via Parentmail PMX and this will be available from Tuesday 14 June 2016 @4.00pm. The closing date for purchase will be **Tuesday 28 June at 4.30pm**. 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 **Tuesday 28 June at 4.30pm**.

If you have not yet signed up for Parentmail PMX, 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 PMX 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 Tapscott
Headteacher



The *Active Learning* Trust

