

Reception – School Disco

Friday 12th June
3:15 - 4pm

Dear Parents and Carers,

The **Reception disco is on Friday 12th June at 3.15pm**. Please ensure you read this letter in full.

What you need to know…

Children attending the disco will be taken to the hall at the end of the school day by the class teacher. If your child is not attending the disco, they will go to their usual after-school club or should be collected from their classroom at 3.10pm.

Drop off/ Collection - Please ensure that children are collected promptly at 4pm from their classrooms, and we ask that parents respect the local residents when dropping and collecting children and do not obstruct driveways. Only the main entrance will be open. PLEASE NOTE – PARENTS/ CARERS ARE NOT ALLOWED TO USE THE STAFF CAR PARK.

Cost - £5 per child (payable via ParentPay in advance, and by the 9th June).

Dress code – All Reception children (even if they are not attending the disco) are invited to come to school in their party clothes in the morning. Please ensure suitable clothes and footwear are worn, as children will be doing school activities before the disco.

Refreshments and Glowsticks – For Reception children, these are included in the ticket price.

Allergies – The list of refreshments will be available to view the day before the disco. In addition, disposable wristbands will be available for collection from the main School Office. If your child has an allergy, please feel free to collect a wristband and note down any specific allergies on this. Please send this in (on your child's wrist) on the day of the disco.

What is required from you…

Contact Details - In order for us to organise and safely run the school disco, we require you to provide us with certain information by which you and your child will be identified (specifically the name of your child(s), class, parent/ carer name and contact number). The Friends of Cannon Lane is committed to ensuring that you and your child's privacy are protected, and remains confidential at all times (see Privacy Notice below for further information)

Volunteers – As always, we need volunteers to help run the disco. If you are able to help, please contact Divya on 07986 809486.

Kind regards,

Friends of Cannon Lane

PRIVACY NOTICE

As many of you are aware, the General Data Protection Regulation (GDPR) came into force in May 2018. This places increased responsibilities upon the Friends of Cannon Lane as to how we collect, process and store personal data. This note addresses what data we require in order to safely run the event and is required for all children who are attending.

We will retain this information until the end of term, following which the information will be destroyed confidentially.

We are processing the data above in accordance with the Legitimate Interests legal basis.