

Year 4 – School Disco

Friday 5th June
4.30 – 5.15pm

Dear Parents and Carers,

The **Year 4 school disco is on Friday 5th June at 4.30pm**. Please ensure you read this letter in full as it contains important information.

What you need to know…

Cost - £5 per child (payable via ParentPay in advance, and by 2nd June).

Refreshments/Glowsticks – Your child may bring a small amount of money to the disco (we recommend NO MORE than £3 - £4) to purchase refreshments and glow sticks.
PLEASE SEND MONEY IN A NAMED PURSE/WALLET.

Allergies – A list of refreshments available for purchase 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 ensure this is on your child's wrist for the disco.

Drop off/ Collection – **Children can arrive for the disco from 4.20pm at the main entrance.** Please ensure that children are collected promptly at 5.15pm from the KS1 playground, 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.

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.