



HIGHWOOD PRIMARY SCHOOL - ' Always aiming HIGHER''

Loves Green,  
Highwood,  
Chelmsford,  
CM1 3QH

Tel: 01245 248200

Email: [admin@highwood.essex.sch.uk](mailto:admin@highwood.essex.sch.uk)

Website: [www.highwood.essex.sch.uk](http://www.highwood.essex.sch.uk)

5th December 2024

Dear parents/carers,

**CHRISTMAS CONCERT**  
**TUESDAY 17th December @ 5pm**

Due to the size of our hall, the evening performance will only be able to accommodate two from each family, therefore we are opening up the final dress rehearsal (on **16.12.23 @ 2.15 pm**) to others members of the family who may wish to come.

Please let the school office know if any other family members will be attending the Tuesday afternoon dress rehearsal, so we can make necessary seating arrangements

For the evening performance all children will need to be back at school for **4.45pm** in their costumes (as we will be performing at 5pm). They will need to go to their respective classrooms. Parents are then welcome to take their seats in the hall.

For those who want to take photographs and videos, we will provide opportunities for this to happen, after the performance. Please note no filming or photos during the performance, as not all children have permission to be photographed.

Following the performance we will take the children back to their classrooms and we will then bring them back to you in the hall, where there will be our annual tombola and raffle.

Any questions please let us know, thank you for your co-operation

Yours sincerely

*A.M. Lipski*

Mrs. A. Lipski

Head of School