



5 December 2019

Dear Parents and Carers,

Christmas Carol Service Arrangements

Our Christmas Carol Service is one of the highlights of the school year and will be held in **Durham Cathedral at 1.00 p.m. on Friday 20 December**. This wonderful event is the only time in the year where the whole school meets together in one place. It is a celebratory finish to a long term and a warm way to say goodbye before Christmas. Our pupils have won a reputation over the years for their excellent behaviour in the Cathedral and their outstanding musical contribution. Please join with us in emphasising to your child the importance of sustaining this exemplary conduct. We are the only state secondary school to hold a Carol Service in the Cathedral. Of course, it is a normal school day for attendance purposes so all students must attend.

Our arrangements are the same each year. From 11.50 a.m. teachers and pupils will travel together by bus to New Elvet. From there, teachers will escort pupils to the Cathedral for a 1.00 p.m. start.

Despite the huge size of the Cathedral, we are unable to fit the whole school in as well as inviting all parents, therefore **only** parents and carers of Year 7 pupils are invited to join us to be seated at the front of the Cathedral in the south transept.

The service will end at approximately 13.45 p.m. All pupils will leave the Cathedral to either walk home, catch school buses on New Elvet or be collected by parents attending.

It you are a **Year 7 parent or carer**, it is vital that you let the school know **how** your child is getting home after the service as we have no capacity to supervise students after 2.00 p.m. Please complete the tear-off slip at the bottom of this letter and return to your child's form tutor no later than Thursday 12 December.

Year 7 pupils who are being collected will be kept in their seats until the rest of the school has departed. To avoid congestion, please wait until the rest of the school has left the Cathedral before you collect your child. Year Leader, Mr Noble will keep pupils in the seats near the front. As a number of school buses will be collecting pupils from New Elvet, all other parking will be suspended. **Please do not arrange to pick up your child from New Elvet**

Thank you as ever for your enthusiastic support for parents' evenings and other events this year. Term ends after the Carol Service, in accordance with the arrangements above and begins again on **Monday 6 January 2020 at 8.20 a.m.**

I wish you all a Merry Christmas and a Happy New Year.

Yours faithfully,

A J. O'Sullivan

**A J O'Sullivan
Headteacher**

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Year 7 - Christmas Carol Service Arrangements 2019

If your child is in **Year 7** please complete this tear-off slip and return to your **child's form tutor** indicating how your child will get home after the Carol Service no later than **Thursday 12 December**.

Name of student:		Form:	
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Please tick

I will collect my child at the end of the Carol Service.	
My child will catch the school bus at New Elvet.	
My child will make their own way home.	

Name of parent/carer:

Signature of parent/carer: