



# Wheatcroft Primary School



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Dear Parents & Carers

## Fire Safety

Following a recent review of our Insurance Policy, it has come to our attention that for Fire Safety the maximum capacity permitted to sit on chairs in our hall at any one time is 145.

In this respect to ensure that we comply with the Health & Safety regulations and that we adhere to the conditions of our Insurance Policy we have had no alternative but to review arrangements regarding performances and concerts. Unfortunately the school hall was built when the school was only a one form of entry i.e. 30 children per year group however when it was forced to increase to one and half form entry i.e. 45 children per year group, the local authority did not increase the core facilities of the main hall and dining hall hence the shortfall in capacity.

With immediate effect all ticket performances will be limited to one ticket per child to each performance. We usually undertake two performances for each event therefore each parent will have the opportunity to watch their child perform. We know this may come as a disappointment to you particularly as parents you may prefer to come together. Performances are usually undertaken by two year groups i.e. Year 1 & 2 which is a total of 90 children. Therefore we will be able to ensure there are some additional tickets available and these will be allocated via a ballot process. We will continue to review the way we organise our performances and concerts this year and hope that your understanding of our need to follow health and safety guidelines will support us through this process.

We are currently liaising with the health and safety manager at Hertfordshire County Council to consider options moving forward, however they are in full agreement that our calculations are correct and have advised us accordingly.

As we are unable to have all of the children seated in the hall alongside the audience, we now need more staff to monitor and support the children whilst they are waiting to come onto the stage. Therefore, we are no longer in a position to be able to staff a crèche for the evening performance.

In the circumstances, when applying for tickets for an advertised event if you wish to be considered for one additional ticket please add this to the comments box and your name will be added to the ballot. Each performance will be recorded and a DVD will be available to buy so you will have the opportunity to share your child's performance with wider family members who may now not be able to attend.

We regret that we have been placed in such a position however the safeguarding and safety of all our children and visitors is our priority.

Yours sincerely

Mrs D Miller  
Headteacher

Mr P Apostolos  
Health & Safety Governor  
On behalf of the Governing Body