**Spurcroft Primary School**
Spurcroft Road
Thatcham
Berkshire
RG19 3XX

**Headteacher:** Mrs K Flowerdew

E-mail:Fos@spurcroft.w-berks.sch.uk
Facebook: FB.com/FriendsofSpurcroft
Registered charity number 1097250

15 April 2026

Dear Parents and Carers

**School Disco Friday 17th April**

In follow up to our previous correspondence, please read the following additional information as some things have changed from previous years due to changes in layout and toilet access since Dingley joined the school premises.

Please read through carefully to ensure the night goes smoothly as there is only a 15 minute interval for release of the previous disco and entry for the next - please do not crowd the doors for drop-off as the children from the previous disco must be released first. Stand back to allow visibility for parents collecting their children and allow children to filter out before we announce for your child's entry time (for this reason we do advise that you don't arrive too early).

**Pre-payments**
Please purchase ahead of time if you can as this allows for a simpler entry and register system. The payment links will close at 3.15pm on Wednesday 15th April (today) to allow the registers to be compiled and organised for the disco. If you missed this cut off time you can purchase pre-paid tickets from the Pavilion after school tomorrow. Alternatively you can also pay on the door.

**Payment Information**
Payments should be made via our online system, SumUp, using the links provided below. When making payment, please ensure you include you put YOUR NAME in the "your full name" box and then STUDENT FULL NAME AND CLASS in the "note to merchant" box.

EYFS: https://pay.sumup.com/b2c/Q8AXXQFC

KS1: https://pay.sumup.com/b2c/Q5NXKHB7

KS2: https://pay.sumup.com/b2c/QOHVOTP9

**Event Location**
This disco will be held in Toad Hall with the tuck and pocket money toy shop in the adjoining Wildflower Meadow space. Previous years it has been held in Mapledurham with use of a nearby classroom but due to toilet facilities and logistics the event is trialling in a different space.



**Early Years (EYFS) 3.30pm-4.15pm**
As per previous years, parents/carers for EYFS children must attend with their child. Please bring your child's disco clothing with you to pick-up where you will enter their classroom to get them changed before going through into the hall via the EYFS access. The EYFS disco will be at a lower volume to the year 1-6 discos. Exit at the end of the disco will be via Nursery doors where you will be able to exit the site through the gates on the west playground, into the carpark and out through the main gate.

**Years 1 & 2 (KS1) 4.30pm-5.30pm**
Entry for PRE-PAID Year 1 will be via Cedar Class, Entry for PRE-PAID Year 2 will be via Willow Class. For PAY-ON-THE-NIGHT for all KS1 you will need to go to the Wildflower Meadow doors where your children will get signed in and enter through there. There will be a card machine for entry payments - your child will need cash if using the tuck shop.

For Pick-up - Year 1 collect your child from Cedar Class doors, Year 2 from Willow Class doors. They will need to be marked off the register for safety reasons so please wait for them to be dismissed to you.

**Years 3-6 (KS2) 5.45pm-6.45pm**
Entry for PRE-PAID Year 3 & 4 will be via Cedar Class, Entry for PRE-PAID Year 5 & 6 will be via Willow Class. For PAY-ON-THE-NIGHT for all KS2 you will need to go to the Wildflower Meadow doors where your children will get signed in and enter through there. There will be a card machine for entry payments only - your child will need cash if using the tuck shop.

For Pick-up - Years 3 & 4 collect your child from Cedar Class doors, Years 5 & 6 from Willow Class doors. They will need to be marked off the register for safety reasons so please wait for them to be dismissed to you.

**ALL PARENTS & CARERS PLEASE READ**
All children must be delivered and collected from the doors listed above. Children cannot enter without an adult releasing them to us, nor can they be dismissed without their adult there to collect them. Under no circumstances will children be allowed to walk home unsupervised. The drop off circle will not be in use for children to jump out and walk in - they must be walked to the door.

In order to maintain a good relationship with our neighbouring properties we strongly encourage you to walk to school where possible. If you are unable to and must drive it is imperative that you park safely and considerately, and consider carpooling to reduce traffic load.

**DO NOT** block driveways or park on the single yellow lines by the main gates.

If you have a blue badge you are welcome to access the disabled bays in the car park which are the closest spaces to the entry gates, but the single yellow zone is needed for emergency service access to safely navigate the gates and allow for 2 way traffic through the gates as well. Parking on the single yellow line causes traffic build up along Spurcroft Road and delays the entry and exit for the children. It may also hinder us having these events in future if neighbours complain.

Thank you for your time and attention,

Kind regards

Friends of Spurcroft

