MILDMAY PRIMARY SCHOOL
Robin Way, Chelmsford, Essex CM2 8AU

Telephone: (01245) 250019 or 250021
Email: admin@mildmayprimary.org
Website: www.mildmayprimary.org

Headteacher: Mr D Mulholland

13th November 2026

Dear Parents/Carers

Re: Seasonal/Christmas Activities and Arrangements 2026

I am writing to advise you of the details of our forthcoming programme of seasonal activities for the children as we approach the end of term.

We are acutely aware that not all our families observe Christmas and therefore, many games and activities will be non-religious and of a more seasonal celebratory nature.

Year Group Performances – 7th to 11th December



All year groups will be performing for their parents during the week. The schedule of dates and times can be seen below:

	1st Performance	2nd Performance	Location
Nursery	Friday 11th Dec @9.15am	n/a	Nursery
Reception	Monday 7th Dec @10.30am	Thursday 10th Dec @9.15am	Lower School Hall
Year 1	Tuesday 8th Dec @10.30am	Wednesday 9th Dec @9.15am	Lower School Hall
Year 2	Tuesday 8th Dec @9.15am	Wednesday 9th Dec @10.30am	Lower School Hall
Year 3	Tuesday 8th Dec @2.30pm	Thursday 10th Dec @10.30am	Upper School Hall
Year 4	Wednesday 9th @2.30pm	Thursday 10th Dec @2.30pm	Upper School Hall
Year 5	Monday 7th Dec @9.15am	Monday 7th Dec @2.30pm	Upper School Hall
Year 6	Friday 11th Dec @10.30am	Friday 11th Dec @2.30pm	Upper School Hall

All 2.30pm performances in the Upper School Hall will finish in time for younger siblings to be collected at the end of the day. Children will need to return to class after the performance before being dismissed.

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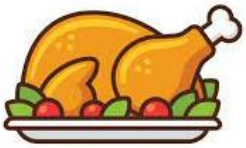
Please note the following points about booking and ticket arrangements:

- Parents/families will **ONLY** be able to book two tickets per child/family regardless of the family situation – separated parents will need to agree who will attend in advance of booking tickets (parents or carers with legal parental responsibility **MUST** take precedence) and we politely request that parents of twins do not book four tickets as this leads to a disparity and is not in the spirit of equity.
- It is possible for parents to book 1 ticket each for separate performances, but the maximum of 2 per child cannot be exceeded. In order for us to meet strict fire regulations and to ensure equity of access for all families there can be **NO EXCEPTIONS**.
- To avoid disappointment, please do not bring additional adults in the hope that we can 'squeeze you in' – it is not our intention to offend or upset, but after warnings about overloading the fire safety capacity in the past, we will have to be strict about only two tickets per child/family.
- We are offering 2 performances in all year groups (except Nursery) in order not to exceed safety limitations – however, we may need to 'close' the booking for one performance if capacity is reached.

Booking your tickets is to be done by email (parents@mildmayprimary.org) stating **your name**(s), your **child's name**, **your child's class** and the **specific performance** you wish to attend.

For **Deaf parents**, RBDC staff will be happy to provide signed access for your child's performance. Please state it clearly in your ticket request email if this accessibility provision is required.

Christmas Lunch – 16th December



Parents were asked recently to book their child's Christmas Lunch in advance (this should have been booked through ParentPay – payment, where required, will be taken as normal from your account on the day of the event).

Service will commence in the Lower School from 11.30am to give all children plenty of time to eat and enjoy their Christmas Lunch.

Please be reminded that if your child is NOT having Christmas Lunch, there will be no other school meal option available on this day and your child will require a packed lunch. They will, however, be included in the festivities (Christmas crackers, music, etc.)

I am afraid we CANNOT accept late requests for Christmas Lunch as orders for the food supplies have already been made.

Mildmay Primary School is part of Bridge Academy Trust, a company limited by guarantee.
Registered as a company in England & Wales, company registration no. 07663795,
registered address: Brian Close, Chelmsford, Essex CM2 9ES

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Wellbeing Games Afternoon – 16th December



Following on from Christmas lunch we will be hosting our annual 'Wellbeing Games' afternoon. Children will be able to enjoy the social experience of playing board games together, just like they might after Christmas lunch at home.

Lower School children (Years R, 1 & 2) do not need to bring games to school for this afternoon, but Upper School (Y3 – 6) may do so if they wish. Please be aware that we cannot be responsible for loss or damage to your child's property, but we will, of course, be encouraging caring, safe and sociable play during this afternoon.

Christmas Jumper Day – 16th December



In support of the 'Save the Children' Christmas Jumper Day we would like all those children who wish to wear festive attire to do so on Christmas Dinner day, Wednesday 16th December 2026 (uniform not required).

Any donations you might wish to make to 'Save the Children' are entirely voluntary and will be made available through the ParentPay system.

Year Group Party Time – 15th and 17th December



During the final few days of term our year team staff like to get the whole year group together for some party games and dancing. This year, the parties are scheduled as follows in the table below.

Children can wear party clothes on their year group party day. There is no necessity to provide any additional party food or favours.

	AM Session	PM Session
Tuesday 15th Dec	Year 4	Year 5
Thursday 17th Dec	Reception, Year 2 & Year 3	Year 6 & Year 1

We hope this communication proves helpful to parents. We look forward to some really festive and enjoyable activities in the last days of the term.

Kind regards,

Dominic Mulholland - Headteacher

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