

27th March 2017

Dear Parent,

We have our annual show booked for November 11th 2017. However, if we do not get more Chaperones to help I will be cancelling it.

We require 30 chaperones for EACH show. Less than this and we will not be able to fulfil our legal obligations to ensuring every child's safety whilst performing with us.

DBS checks now are taking up to 18 weeks. Due to our growing numbers we do not have enough parents already registered with the council to fulfil our obligations, and to be ready for November we need to have people going through the application process **NOW** to be done in time for the show.

Just having a DBS is not enough for people to be able to help out. You need the additional registration for the matron license and we cannot get around this, nor would we want to. Every parent wants to know that their child is safe whilst in our care at the theatre.

I currently have 9 confirmed people who hold their license and will help out this year.

I have just gone through the full process of gaining my licence and am happy to help anyone who has any questions.

I know everyone enjoys not only performing but also seeing the progress the children make from year to year. If we don't have enough applications going through the process by the 31st May 2017 then I will have to cancel this year's show.

For information on how to apply please see Toni on reception or myself.

Kind Regards

A handwritten signature in black ink, appearing to read 'Peter Coenen', written in a cursive style.

Peter Coenen
Managing Director