

**Malcolm Sargent School Disco**  
**Guidelines and Code of Conduct**  
**(February 2023 Version)**

The Malcolm Sargent Primary School discos have helped the PTFA raise thousands of pounds for the school and we hope this can continue for many years to come. However, for us to achieve this we have a few guidelines and a strict code of conduct. First and foremost, we want ALL children attending the discos to enjoy themselves, therefore we politely request that everyone abide by the following:

- Please drop your child off via the school office
- Please collect your child via the school office. You will come into the main hall, collect your child and then leave via the Y2 cloakroom
- Staff and parents/PTFA members will remove phones from children during the disco if they are seen in use. They do however remain the responsibility of the owner. The school accepts no liability for lost, damaged, stolen or the use of phones. This policy has been adopted to prevent unauthorised publication of photos of your, or other people's, children on social media
- If you need to contact your child during a disco, please call the PTFA on 07946630729. This mobile will be on during both discos
- Appropriate shoes must be worn at all times – no bare feet, stiletto heels or heeled shoes please
- Do not bring precious/personal belongings. We cannot be held responsible for lost or stolen items. Money should be kept in pockets or purses and held onto at all times as we are unable to look after your child's property for them
- Children must behave with courtesy to others at all times and should be encouraged to listen to instructions. We reserve the right to contact a child's parents for their immediate collection should their behaviour fall below expected standards
- Children must stay in the large hall/studio at all times other than when using the toilets in the Y4 area. These are the only toilets available for use during discos, unless otherwise directed by an adult during the disco. The toilets should not be used as a play area
- Please use the bins provided
- No food or drink is allowed in the studio
- Glow bands and similar paraphernalia should be used as appropriate and not broken open
- No climbing on the sports apparatus or stage
- No child will be allowed to leave the disco unaccompanied unless written permission has been received from the parent/carer
- Only pupils of Malcolm Sargent School may attend
- Only children in year 1-3 may attend the year 1-3 disco and only children in year 4-6 may attend the year 4-6 disco. This guideline is not applicable to disco helpers whose children may attend either or both discos if their parent is accompanying them

Please remember that the discos are run by volunteers for the benefit of all our children. If you have any queries or would like to help us please contact us on the above number.

Thank you.

Sam Hammond

PTFA Disco Coordinator

February 2023