



**Tattershall Primary School**  
*Believe, Achieve, Succeed*

Thursday 5<sup>th</sup> February 2026

## Events in School

Dear Parents and Carers,

We are so grateful to our PTA and school staff for the wide range of enriching activities we put on for the children at Tattershall Primary School, and the support we receive from so many of you with taking part. Unfortunately, often we have families asking to be included in events after a deadline has passed to sign up or purchase tickets. It is always hard to say no, but necessary. We would like to take this opportunity to explain why deadlines are in place for signing up to school events and purchasing event tickets, and how we will communicate them more clearly.

For every event we run, deadlines are essential to ensure we can plan safely, fairly, and efficiently. Numbers need to be confirmed in advance for staffing, catering, resources and sometimes venues and transport. Once a deadline has passed, these arrangements are finalised.

Quite regularly, families ask to be added after the closing date. However, if we were to make an exception for one family, we would need to do the same for all, which would create significant logistical challenges and, in some cases, compromise the safe and smooth running of the event. For this reason, we are unable to make exceptions once a deadline has passed. This will be our stance for all events.

We recognise that a deadline is published on Arbor but we do not always communicate this well enough to families. We will ensure, moving forward, that we are always really clear on posters and information shared, the final date which events can be signed up for. Reminders of upcoming events are shared weekly in our school newsletter and we will make sure closing dates are very clear. We strongly encourage all parents and carers to check newsletters regularly to avoid disappointment.

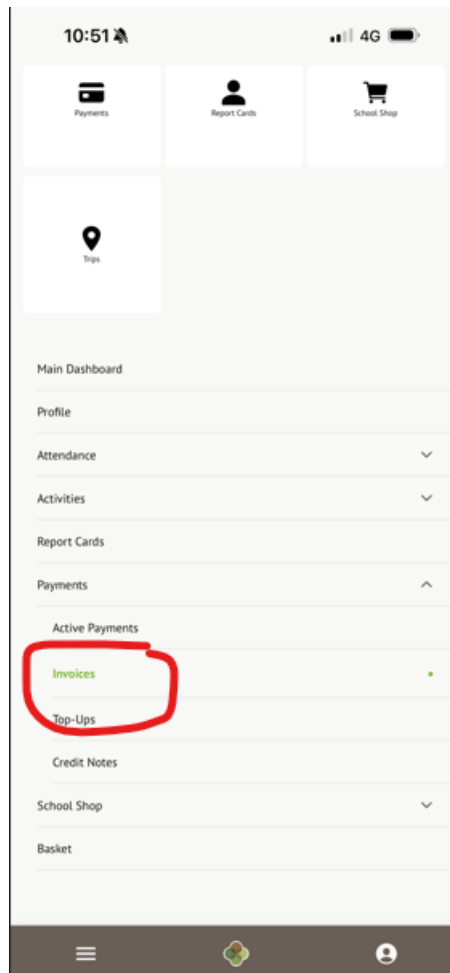
You can check which Clubs and Trips you have signed your child up for in the Activities section of Arbor. For School Shop purchases (e.g. for tickets to Film Night) you can check your payment invoices by clicking on the three little lines in the bottom left of your app, choosing payments from the menu list and then selecting invoices (as outlined in the screenshot overleaf). Alternatively, you can always contact our school office to check, just make sure you check before the deadline.





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Please be assured that we will always adhere strictly to published deadlines, and no late sign-ups or requests for ticket purchases will be accepted.

Thank you for your continued support and understanding in helping us run our school events effectively and fairly for all children.

Kind regards

*Lyndsey Wood*

Headteacher

