



# Dame Alice Owen's School

The Dame Alice Owen Foundation 1613 - Trustee: The Worshipful Company of Brewers

Telephone: +44(0)1707 643441  
Fax: +44(0)1707 645011  
Email: <mailto:admin@damealiceowens.herts.sch.uk>  
Web: [www.damealiceowens.herts.sch.uk](http://www.damealiceowens.herts.sch.uk)

Dugdale Hill Lane  
Potters Bar  
Hertfordshire  
EN6 2DU

16 May 2017

Dear Parents/Carers

## **CHAMBER CONCERT – WEDNESDAY 14 JUNE 2017**

## **JUNIOR CONCERT – WEDNESDAY 21 JUNE 2017**

**Both events will be held in the Edward Guinness Hall at 7.30pm**

***[Ticket booking on Wise Pay is now open](#)***

You are warmly invited to the forthcoming Chamber Concert on Wednesday 14 June which will feature various solo performances and chamber ensembles presented by members of the Lower and Upper School.

We would also like to invite you to the forthcoming Junior Concert on Wednesday 21 June. The concert will feature the Junior Strings, Junior Chamber Choir, Junior Percussion Ensemble, Junior Clarinet Ensemble, Junior Brass Ensemble, Second Band and the Second Orchestra. Due to demand for tickets, please only book 4 tickets per family until 31 May. If there are still tickets available after this date, they can be bought on Wise Pay on a first come first served basis.

### **TO BUY TICKETS:**

Tickets will be sold at £8 each and can be bought online through Wise Pay. Ticket booking is now open, and will close the day before the performance. If there are still tickets left on the day of the performance these will be sold on the door on a first come, first served basis.

### **To purchase tickets through Wise Pay please follow these instructions:**

1. Logon to Wise Pay by visiting the school website and clicking on “Electronic Payments (Wise Pay)” in the top right hand corner and then click the Wise Pay logo underneath “Login to your Wise Pay account”. You can also follow this link:

<https://www.wisepay.co.uk/schools/hertfordshire/DameAliceOwensSchool/wisepay.htm>

*(If you have a student at the school you will already have an existing Wise Pay account, even if you haven't used Wise Pay before. If you need your existing Wise Pay login and password emailed to you or have any other Wise Pay queries please email our dedicated email account, [wisepay@damealiceowens.herts.sch.uk](mailto:wisepay@damealiceowens.herts.sch.uk) )*

2. When you are logged in to Wise Pay, click on the **Tickets** icon.
3. Select the event you would like to book tickets for.
4. A **Calendar** will open up, select the date of the concert you want to book tickets for (use left and right arrows to scroll if the event is in a different month than the one that appears).
5. A new window will open up with the **Seating Plan** of the Edward Guinness Hall. Click on the seat(s) that you would like to book, they should become ticked as you click them. If a seat is folded down it has already been sold. Once you have chosen your seat(s) click the Save Selected Seats button in the top right hand corner.
6. This will take you to the Payment Screen where you can enter your payment details and go through to pay for your seat(s).
7. You will be sent an Email Confirmation with your seat numbers. Please bring this email confirmation as your ticket. We will not be producing paper tickets.

If you have any queries please contact Mrs Karen Acosta in the finance department via email [acostak@damealiceowens.herts.sch.uk](mailto:acostak@damealiceowens.herts.sch.uk). If you require Disabled seating please contact Mrs Acosta directly to book tickets. Please note that disabled access to the school is limited. It is therefore advisable to telephone the school for advice before arrival so that assistance can be given if necessary. Please also be aware that local residents arrange for parking attendants to be on duty in their area when school events are being held.

I do hope you will be able to join us.

Yours sincerely



Mrs Hannah Nemko  
Headteacher