



Dame Alice Owen's School

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10th February 2017

Dear Parents/Carers

SENIOR ENSEMBLES CONCERT - Wednesday 15th March 2017

CONCERTO CONCERT - Wednesday 29th March 2017

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

[Ticket booking on Wise Pay](#)

You are warmly invited to the forthcoming **Senior Ensembles Concert** on Wednesday 15th March. This performance will feature the Senior Ensembles of each instrumental group in the school. There will be Brass Ensembles, Percussion Ensembles, Woodwind Ensembles, a vocal group and Senior Strings.

You are also invited to the forthcoming **Concerto Concert** on Wednesday 29th March. Senior students will be performing a series of solos with the Concert Band, Chamber Orchestra and Symphony Orchestra. This is an exciting opportunity to see students showcasing their talent as they approach the end of their time at Dame Alice Owen's.

Tickets will be sold at £8 each and can be bought online through Wise Pay. Ticket booking for the Concerto Concert is open now 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. Login 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>

(Please note: 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).

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 performance 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 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. To confirm that your seats have been booked successfully, please check for your **Email Confirmation** from Wise Pay which will have your seat numbers on it. **Please bring this email confirmation as your ticket. We will not be producing paper tickets.**

If you have any queries please email Mrs A. Khan the Music Administrator khana@damealiceowens.herts.sch.uk.

If you require disabled seating please contact Mrs Khan 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

A handwritten signature in black ink that reads "Hannah Nemko." The signature is written in a cursive style with a large initial 'H' and a decorative flourish at the end.

Mrs Hannah Nemko
Headteacher