



Church of England School
 Headteacher: Mr A J Wilcock MA (Cantab)

19th October 2017

Dear Parent/Carer,

Shakespeare School Festival 2017

The Drama Faculty are pleased to offer your son/daughter the opportunity to participate in the Shakespeare School Festival 2017. The programme is an exciting and important project for young performers. It involves young people, from over 1000 secondary and primary schools right across the UK, working with over 150 leading Theatres. Please see the Shakespeare School Festival website for more information.

The students will be performing on the evening of **Friday 3rd November 2017** at The Watersmeet Theatre in Rickmansworth. Tickets for the performance are now available on Ticketmaster.

On the afternoon of the performance, students will be involved in a dress and technical rehearsal. We ask that they arrive at school wearing comfortable clothing and have their costume in a carrier bag. We will be travelling as a group to the theatre via London Underground. Students will need to ensure that their zip oyster cards have sufficient funds to facilitate the journey.

We will leave Bishop Ramsey together at 11.00 am for the Watersmeet Theatre. The rehearsal will finish at 5.00pm. The students will be expected back at the Watersmeet at 6.00pm for a briefing. The performance will begin at 7.00 pm.

There is only an hour between the end of the rehearsal and the performance. Your son/daughter will need to bring a packed meal which can be eaten on the premises, accompanied by myself and two other members of staff. Alternatively, please confirm on the reply slip that they can leave the premises and buy lunch in a café.

Students should return to the Watersmeet at 6.00 pm prompt. Students should not bring snacks to the performance. However they should bring a labelled bottle of water.

During the rehearsals students will be supervised at all times. Please remind your son/daughter of the importance of being hydrated and ensure that they bring plenty of water with them. Students should bring with them any required medication; asthma inhalers, epipens etc. Mobile phones and any other items of value can be brought but students do so at their own risk.

We expect students to be picked up by parents/carers from the Watersmeet after the performance at 9.00pm. Should you not be able to collect your son/daughter, please email me details of who will be collecting your child on your behalf.

All students who travel as part of a group represent Bishop Ramsey School. Therefore, the highest standards of behaviour and conduct are expected as a matter of course.



Address: Hume Way, Ruislip, Middlesex. HA4 8EE ∞ **Telephone:** 01895 639227 ∞ **Facsimile:** 01895 622429

Email: office@bishopramseyschool.org

∞ **Website:** www.bishopramseyschool.org

Please complete the reply slip and return to **Mrs Simmons as soon as possible but no later than 30th October 2017**. If you have any further questions please do not hesitate to contact us at hsimmons2.312@lgflmail.org.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'H. Simmons', with a stylized, cursive flourish extending to the right.

Mrs H Simmons
Head of Expressive Arts Faculty

PLEASE RETURN TO Mrs Simmons BY Monday 30th October 2017

Please note failure to return this reply slip to Mrs Simmons may mean your son/daughter will not be able to attend the trip.

Shakespeare Festival – Watersmeet Visit on 3rd November 2017

Student's Name: _____ Form: _____

I give permission for my son/daughter to attend the above trip.

I have checked my son/daughter's medical details on Parent Portal and confirm that the details are correct and up-to-date. I agree to inform you of any changes between now and the trip.

I consent to my son/daughter being given a mild painkiller (eg. paracetamol) if considered necessary by the Party Leader.

I give my permission for my son/daughter to receive medical treatment in an emergency situation if as parent/carer I cannot be contacted.

I give permission for my son/daughter leave the theatre between 5.00pm and 6.00pm to go to a café.

I confirm that I will collect my son/daughter from the venue at 9.00pm.

I have emailed Mrs Simmons details of who will be collecting my son/daughter on my behalf.

Signed: _____ Name: _____
(parent/carer)

Date: _____