



12 September 2018

Dear Parents/Carers

### **Shakespeare's School Festival – A Midsummer Night's Dream**

As you may know, your child is taking part in this year's Shakespeare's School Festival performance of 'A Midsummer Night's Dream.' As the performance approaches there are some key dates which we would like to make you aware of.

#### **Friday 21 September 2018**

On Friday 21 September, your child will be taking part in a cast workshop led by an actor from The National Theatre, at South Hill Park Art Centre, in Bracknell. The workshop will run from 1.30pm until 4.00pm. Students will travel to and from the Arts Centre by school minibus. We will leave school at 12.30pm and return at 5pm. Please arrange collection of your child accordingly.

Students must be in full school uniform during their morning lessons, however, they will have the opportunity to change into their own clothes before leaving for the workshop. Students own clothes need to be appropriate and comfortable as they will be taking part in a variety of physical movement activities.

#### **Friday 19 October 2018**

We will be returning to South Hill Park Arts Centre on Friday 19 October for a dress rehearsal, from 9.00am until 12.30pm, again travelling to and from the venue by school minibus. On returning to school, students are to change into their full school uniform and then attend their afternoon lessons. We will then leave school at approximately 4pm to return to the Arts Centre for their performance which starts at 7.00pm. Please provide your child with enough food and drinks to last throughout the day and evening. There will not be a chance to purchase food at the venue.

If you wish to come and watch the performance you can purchase tickets by contacting South Hill Park Arts Centre Box Office. If you do attend, you may collect your child at the Arts Centre to take home after the performance. If you are not attending, please arrange collection of your child from school upon our return at 10.30pm (approx.).

We will be using emergency contact details supplied on your child's 2018/19 OA4 Form (Off-Site Activities Form). Please ensure this has been completed and returned to school otherwise your child will not be allowed on this trip.

Please complete the permission slip below and return directly to Ms Charles in the Drama Department. Failure to return this permission slip, will result in your child not being able to attend this trip.

If you have any questions please do not hesitate to contact me via the school office or email to [enquiries@coxgreen.com](mailto:enquiries@coxgreen.com), marked for my attention.

Yours sincerely



Ms G Charles  
Teacher of Drama

**Please note:**

- *Places on all trips are subject to the school Behaviour Policy. Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold. In addition, if the school assesses that the attendance on a trip is a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be re-sold.*
- *Should your child be unable to attend a trip due to medical reasons, we will require a Medical Certificate to apply for an insurance claim.*
- *If the trip is cancelled due to uncontrollable circumstances i.e. weather, Foreign/Home Office guidance, the refunding of costs will be subject to insurance cover.*
- *This is an optional trip and is not essential to the curriculum or completion of the syllabus being studied.*

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**Permission Slip**

**Shakespeare for Schools Festival – September/October 2018**

Student Name: \_\_\_\_\_  
(please print)

Form: \_\_\_\_\_

- I give permission for my child to attend the Workshop on Friday 21 September 2018
- I give permission for my child to attend the Dress Rehearsal and Performance Friday 19 October 2018
- My child's 2018/19 Offsite Activity Form (OA4) has been returned to school and is up to date

Signed(parent/carer): \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**Please return this permission slip to Miss Charles in the Drama Department by Monday 17 September 2018**

**Failure to return this permission will result in your child not being able to attend.**