

DNT/srh  
1 December 2017

Dear Parent(s) / Carer(s)

**Trip No: 4065 - Optional Trip During Term Time on Friday 8<sup>th</sup> December 2017  
Years 7 8 9 10 11 & 12 Festival of Carols in Hoddesdon (Named Students Only)**

We are writing to advise that your son/daughter has been selected to participate in the annual Festival of Carols on Friday, 8<sup>th</sup> December 2017 in Hoddesdon Town Centre. We would also like to confirm that your son/daughter has been invited to participate in the school's Christmas Concert which is scheduled for the evening of Tuesday, 12<sup>th</sup> December 2017 at 19:00.

The Festival of Carols performance at Hoddesdon Town Centre will take place at The Node from 09:30 to 10:00 on Friday, 8<sup>th</sup> December 2017. Your son/daughter will need to meet in room 601 in the Music block after morning registration (08:55) where they will have time for a vocal and/or instrument warm-up.

Transport to and from the town centre will be via coach at 09:10. We will arrive back at school at approximately 10:20. After arriving back at school there will be hot chocolate and cookies in the dining hall to celebrate their performance. Your son/daughter will be off timetable for periods 1 and 2 for this event.

Please note that it is important that students are attending all rehearsals between now and the concert. Students will be expected to be in school uniform for the Festival of Carols and the Christmas Concert but are encouraged to dress warm with coats, hats and mittens for the Festival of Carols as they will be performing outside.

Both events promise to be a great opportunity to showcase our school's outstanding musical talent. You are more than welcome to attend either event. Tickets for the Christmas Concert are available from the library or at the door. Admission to this event is free and we do hope that you will be able to join us.

On this occasion the school will be funding the cost of this trip. **Please complete the [consent and payment form](#) which is also available to download from the school's website** or return the slip attached to this letter. Please note that all trips will be allocated on a first-come, first-serve basis and we would therefore recommend that you respond as soon as possible.

Please be aware that the school reserve the right to refuse a place on this trip for any student whose attendance falls below the acceptable level and/or their behaviour has been a cause for concern. In line with our School Trips Policy, if there is a need to contact your child while they are out of school, please phone Mrs Sally Pringle on 07938 225451 or Mr Oliver Price on 07925019743.

Yours faithfully

**Miss D Tucker**  
Subject Leader for Music

**Mrs G Knights**  
Assistant Head: Director of Finance & Resources

Encl.

# Reply Slip

Trip No: 4065 - Optional Trip During Term Time on Friday 8<sup>th</sup> December 2017  
Years 7 8 9 10 11 & 12 Festival of Carols in Hoddesdon (Named Students Only)

If you wish to complete this reply slip electronically, then please complete the [consent and payment form on our website by following this link](#)

Student's Name: \_\_\_\_\_

Form: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Does your child suffer from any medical conditions?  Yes  No

Will this medical condition affect them taking part in the activities?  Yes  No

If yes, please give details including treatment that they currently receive for this/these medical conditions: \_\_\_\_\_

\_\_\_\_\_

Enter any known allergies to drugs, medicines or food and/or special dietary requirements:

\_\_\_\_\_

\_\_\_\_\_

Has your child been immunised against tetanus?  Yes  No

Please provide us with two emergency contact numbers:

Number: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Number: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

For overseas visits only, please confirm that you have included:

Copy of Passport included  Yes  No

Copy EHIC included  Yes  No

## Declaration

I agree to my child taking part in the above mentioned visit and to their participation in the activities to be undertaken during the day. I support the need for obedience and responsible behaviour on their part.

To the best of my knowledge, my child is not suffering from any medical condition that makes them unfit to participate in this visit. I agree to my child receiving medical treatment as considered necessary by the medical authorities present.

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

Parent / Carer