

19<sup>th</sup> November 2019



## To: Parents of Pupils taking part in the Architecture Project

Dear Parents

### Arrangements for the Architecture Project Final Showcase Thursday 28<sup>th</sup> November 2019

We are looking forward to our Architecture Project final showcase on Thursday 28<sup>th</sup> November at the Urban Rooms. Please find below some final information:

On this day, it would be preferable that your child stays in school at the end of the school day. We will provide a buffet of food for them to enjoy after school, before walking to the Urban Rooms as a group, arriving at 5.30pm. This will allow guests to arrive at 6.45pm rather than earlier. If this arrangement is not suitable for your family however, please ensure your child arrives at the Urban Room no later than 5.45pm. Please indicate your preference on the reply slip below.

In addition, please note students are required to **wear formal uniform** for the occasion.

We look forward to seeing you there, in the meantime if you have any queries, please do not hesitate to contact us.

Yours sincerely

Mrs Howlett and Mr Thompson



Child's Name: \_\_\_\_\_

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

I give my permission for my child to take part in the Architecture Project final Showcase at the Urban Rooms on Thursday 28<sup>th</sup> November 2019. I acknowledge the need for obedience and responsible behaviour on their part. I understand that there is some level of risk in every activity but that this visit will be managed to minimise the risks involved. I believe my child is medically fit to undertake this activity.

*Please tick one option below:*

I would like my child to stay at the end of the school day and walk with the group to the Urban Room

I will arrange for my child to arrive at the Urban Room for 5.45pm

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

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

**Please return to Mrs Howlett by Friday 22<sup>nd</sup> November 2019**