

Our Ref: 061/17

9th June 2017

Dear Parent/Carer,

In the light of recent events in London and Manchester I have decided to hold a short meeting on Friday 16th June at 4pm in room 35 to discuss the **School of Rock** trip and to answer any questions or concerns you may have about our visit to London.

You should have received the final letter with the pink medical form which does include all of the information you need about the itinerary.

Following advice from the Local Authority I have now added a 'security incident' as part of our risk assessment and I will brief the students accordingly. Last year the students were given an hour or so to browse in Covent Garden and this was enjoyed by all. If we have time we intend to do this again and have designated multiple meeting points should such an event occur.

There will be time spent walking down by the South bank and across Tower Bridge and this will be as a whole group. The students will be allowed to buy some lunch at the TATE modern or nearby and they can also have some time to browse the gallery in small groups. The rest of the time we will all be together.

The students will be issued with ID cards and they will be given two mobile numbers to contact in an emergency.

We will travel with all parental contact details and will follow the Local Authority guidelines with regard to first aid, staff/pupil ratio and communication channels.

I hope this eases any concerns you may have and I'm sure we will have a great trip.

Final piece of information:

We intend to leave London at approximately 2.30pm so we should be home at approximately 7.30pm (this depends on traffic and the comfort stop at the services). As most students have a mobile phone they will contact you en-route in case we are held up. Students without a phone can use the school mobile for any contact required.

Please contact me on csmith@stmargaretsacademy.com if required.

Yours sincerely

Caroline Smith
Director of Music