

9th May 2011

Dear Parents/Carer,

I am writing to inform you that your son/daughter has been selected to assist in the organisation and management of a **Year 1 Multiskills Festival** being held at Brooklands Primary School on **Friday 20th May 2011**.

I will be leading the festivals, with support from your son/daughter who will be taking an active role in leading the activities, keeping the scores and organising the festival. The festival is scheduled to start at 1.30pm and finish at 3pm. **The pupils will need to meet at the sportshall to get changed at 12.05pm prompt** and will therefore miss lunch, afternoon registration, period 4 and period 5. All pupils need to arrive to school in full school uniform, complete with a packed lunch, tracksuit and trainers, and their usual PE kit.

Please find attached a request form to gain permission to attend the festival.

In order for pupils to participate in this event, missing registration, period 4 and period 5, they must complete the request form by **obtaining permission from the class teacher of the subject they will miss and their Head of Year**. If work or recent behaviour is of below standard for that particular lesson, then the subject teacher has the right to refuse permission to attend the fixture.

Please complete all correspondence and return to Mr Churchill by Wednesday 18th May 2011. If you require any further information please do not hesitate to contact me.

Yours sincerely,

Mr J. Churchill
School Sport Co-ordinator

Mrs A. McPartland
Business Manager

REPLY SLIP:- PLEASE RETURN TO **Mr. J. Churchill** BY **Wednesday 18th May**

Year 1 Multi Skills Festival @ Brooklands Primary School on Friday 20th May 2011

STUDENT NAME: _____ **DATE:** _____

I/We give permission for our son/daughter to participate in the above trip/activity.

EMERGENCY CONTACT DETAILS

Please provide contact details below:

CONTACT NAME: _____

RELATIONSHIP TO STUDENT: _____

CONTACT NUMBER/S: _____

MEDICAL INFORMATION

Please detail any medical conditions/medication that your child has/is taking.

Signed _____ Date: _____
(Parent/Carer)