



October 2015

Dear Parent/Carer

Key Stage 3 Panto Workshop and Visit to see

'Snow White and the Seven Dwarfs'

Friday 6 November and 18 December

Last year Key Stage 3 students celebrated the end of the autumn term by going to see the famous Huntingdon Panto! This year it gets even better, (oh no it doesn't, oh yes it does)!

This year we are going to go and see 'Snow White and the Seven Dwarfs' at the Commemoration Hall in Huntingdon on Friday 18 December. Those students, who book their places to see the show, will then take part in a free professional workshop on Friday 6 November, with the cast of the show!

The workshop will take place at Ernulf Academy at 2.00 pm until 3.00 pm on Friday 6 November in D2 and students will be informed of arrangements nearer the time.

On Friday, we will be travelling to Huntingdon by coach, leaving the Academy at **12.45 pm** and returning by **4.30 pm**. **Parents will be required to pick up their son or daughter from the Ernulf Site at this time.** Students are asked to wear full school uniform and bring a packed lunch with them. Students will be provided with a packed lunch if they normally receive Free School Meals. Students may also like to bring some money to buy an ice cream or programme at the Theatre.

It will be necessary to ask for a voluntary contribution of **£23.00** to help meet the costs of the trip. This includes the price of the ticket and insurance whilst we are at the venue. If we do not receive sufficient funds we will need to cancel the trip.

If your child is in receipt of free school meals, you **may** be able to access financial support from Pupil Premium for this trip. Further advice on free school meals is available on our website. If you are not eligible for free school meals but are currently experiencing financial hardship, the Academy **may** be able to support you. If you wish to apply for Pupil Premium or to discuss current financial hardship please contact the finance office in the first instance 01480 374748 or email finance@ernulf.cambs.sch.uk

If you would like us to reserve a place for your son or daughter, please complete full payment via Parent Pay www.parentpay.com and tick the consent no later than **Friday 23 October**. Please do not bring cash or cheques into school.

I have enclosed a copy of our Code of Conduct for Educational Visits. Information on the insurance cover that will apply to this visit can be found on the Academy website

under 'Academy information', 'School Trips' although a printed copy is available, if required, on request to Finance Office.

Please do not hesitate to contact me if you require any further information.

Yours faithfully

A handwritten signature in black ink, appearing to read 'P Barton', written in a cursive style.

Mrs P Barton
Head of Theatre and Community Arts

Educational Trips – Parental Information

Code of Conduct

All students are expected to adhere to this Code of Conduct for the welfare of themselves and others whilst on an educational visit. Please ensure that your child is fully aware of the importance of meeting this code.

Students are expected at all times to

- ◆ Be considerate and courteous towards other people
- ◆ Respect other people's property and privacy

Students must

- ◆ Follow all the instructions given by adults supervising the visit.
- ◆ Pay special attention to all safety instructions
- ◆ Follow the rules and regulations laid down by any transport company
- ◆ Follow any rules and regulations that apply at the venue
- ◆ Be still, quiet and co-operative during all head counts
- ◆ When on overseas visits respect local customs and follow local laws

Students must not

- ◆ Distract the driver
- ◆ Leave the venue during the visit
- ◆ On residential visits enter rooms allocated to the opposite sex

Adults supervising visits will impose appropriate punishments during the course of a visit if necessary. All unacceptable behaviour will be reported to the Principal on the return to the academy and appropriate action taken.

In serious cases of misbehaviour on residential visits, parents may be asked to collect their child at their own expense or pay for their return by public transport.

Academy Trip Insurance

A printed copy is available from the Finance Office if required.

Liability for Loss, Damage or Injury

The staff supervising the visit will take all reasonable care of the students, however, neither they nor Ernulf Academy can be held liable for the loss of, or damage to, property or for any injury suffered by students unless this loss, damage or injury results from the negligence of The St Neots Partnership, its employees or other adults supervising the visit.