

19<sup>th</sup> November 2019

Dear Parent/Carer,

### **DRAMA TRIP – ‘Cinderella’**

I am pleased to outline the details for the drama trip which takes place on **Wednesday 4<sup>th</sup> December 2019**. A Code of Conduct has also been produced with the aim of ensuring the safety and enjoyment of all members of the group and in relation to the risk assessment undertaken for the visit. It is, therefore, essential that students adhere to it. Students must follow, without question, any instruction given by a member of staff.

- Students will **leave the academy at 12:00 pm** on hired coaches.
- Students will eat lunch on the coach.
- School uniform will be worn to the theatre.
- Students will have the opportunity to buy ice-cream and refreshments in the theatre.
- We expect to **arrive back at Outwood Academy Valley at approximately 17:00 pm**. Please ensure that arrangements are made to collect your child from the academy.

### **BEHAVIOUR ON THE COACH**

Students must remain seated, with seatbelts fastened, when the coach is moving. The coach must be kept tidy and any litter should be placed in the plastic bags provided. Chewing gum is not permitted on the coach.

### **BEHAVIOUR AT THE THEATRE**

Students should behave sensibly at all times, showing courtesy and consideration towards members of the public. They should not leave the theatre unless accompanied by a member of staff. Under no circumstances should they go anywhere alone. To allow a prompt departure from the theatre after the show, pupils are asked to use the toilet facilities during the interval and not at the end of the performance.

### **VALUABLES**

The academy and staff will not be responsible for any loss or damage to personal items. Your child will be responsible for his/her own money during the visit.

### **PHONES**

Phones should be on silent during the coach trip and turned off during the performance. Failure to comply will result in the phone being confiscated during the trip with relevant sanctions being applied on our return to the academy. However, students will be allowed to contact home when we are ten minutes away from school.

If you have any questions, please do not hesitate to contact me at school.

Yours faithfully,

Claire Backhouse  
Drama Teacher / Assistant Principal