



THE PORTSMOUTH GRAMMAR SCHOOL

Headmaster: James Priory MA

26 September 2011

Dear Parent

Drama Performance of *Find Me* at the Woking Festival - 12 October 2011

Following the very successful production of *Find Me* last year the cast have been invited to perform the show at the Woking Festival, the first time PGS has taken a production to this particular event. Mr Sperring, the director of the production, will be leading the trip.

The performance is taking place on the evening of Wednesday 12 October at 7pm in the Rhoda McGaw Theatre, Woking. The cast will be travelling to the theatre by train leaving Portsmouth and Southsea after the end of the school. The cast will return to Portsmouth by train at approximately 10pm.

Parents may buy tickets for the performance from the Festival website (www.wokingdramafestival.org). Mr Sperring has five complimentary tickets which he will give to the first people who apply to him at b.sperring@pgs.org.uk.

The Drama Department will order pizza for the cast but pupils may wish to bring additional food for the evening and should also bring a charged mobile phone with them. During the trip Mr Sperring can be contacted on 07916167854.

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To: Mark Smith, Drama Department, The Portsmouth Grammar School, High Street, Portsmouth

Drama Performance of *Find Me* at the Woking Festival - 12 October 2011

Name of Pupil _____ Tutor/House _____

I am happy for my son/daughter to attend the performance of *Find Me* at the Woking Festival on 13 October 2011.

Signature _____ Date _____

(Parent/Guardian)

I would be very grateful if you would return the signed permission slip and consent form attached to this letter. There is no charge for this trip and the Drama Department will be covering the cost of transport to Woking.

Yours faithfully

Mark Smith
Director of Drama

Parental Consent and Information Form

This completed consent/information form must be with the Trip Leader by the date specified in the covering letter, otherwise the pupil will be unable to be included in the party.

Title of Trip:	Drama Performance of <i>Find Me</i> at the Woking Festival	Date:	Wednesday 12 October 2011
Pupil Details			
Pupil's full name:		Date of birth:	
Home address and contact address (if different):			
In an emergency I can be contacted as follows:	Home Tel:		Work Tel:
	Mobile:		email
If not available, please contact the following person:		Tel:	

Medical Information: Please tick Yes or No for each question and give details for each 'Yes'			
Does your child:	NO	YES	DETAILS
suffer from any allergy to food, medication, fur, bee sting etc.?			
currently receive treatment for or take any medication for or suffer from any medical condition?			
carry an inhaler, epipen, insulin kit or other? If yes, please ensure that a second labelled inhaler, epipen etc. is given to the Trip Leader for safe keeping.			
have any special dietary requirements?			
suffer from vertigo (fear of heights)?			
suffer from travel or motion sickness?			
Is there any physical activity your child may not participate in?			

Please Turnover

		NO	YES	DETAILS
Has your child had any recent illness or injury? If yes, please give details of what and when.				
Has your child had a tetanus injection in the last 10 years?				
Contact details for doctor: Name:	Address:		Tel:	
Please add any additional information you may consider the school should know. Please feel free to contact the Trip Leader if you would like to discuss particular needs more fully.				
Please ensure that you inform the Trip Leader of any changes to this information before the start of the trip.				
Conduct during the Trip				
<p>Pupils are expected to obey instructions given by the staff of any establishment visited, and activity instructors, as well as teachers. Normal school rules apply. In the very unlikely event that a pupil fails to comply, staff reserve the right to remove a pupil from a trip and make arrangements for their return home at parents' expense. In this situation no refund of trip fees would be payable.</p> <p>Pupils are expected to take responsibility of all belongings, especially valuables, in accordance with arrangements specific to the trip. These are not covered by the school insurance policy.</p>				
Consent Declaration				
<p>I, being the parent/guardian of the child named at the head of this form, give consent for him/her to attend the proposed activity.</p> <p>I have read and understood the expected code of conduct and agree that my son or daughter will abide by these instructions.</p> <p>I realise that in some cases the activities offered have some risk involved which may be of a type not encountered during normal life and that this risk whilst small, cannot be eliminated without making the activity pointless. Portsmouth Grammar School has done its utmost to minimise and manage these risks.</p> <p>I give consent for him/her to receive emergency medical treatment, including anaesthetic and/or blood transfusion, as considered necessary by any medical doctor present, should the need arise. I have informed the school of all medical conditions or treatments that he/she suffers from or requires to maintain health. I agree to inform the group leader of any change in medical condition.</p> <p>I am aware that the school has a detailed policy on the safe running of educational visits, which can viewed on the school website.</p> <p>Name: _____</p> <p>Signature and date: _____</p> <p>Relationship to child: _____</p> <p>Please return the signed form to the Trip Leader</p>				