



Ormiston Sudbury Academy

Ormiston Sudbury Academy
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Principal: Mrs S Morris, BSc Hons, ARCS, MBA

Our ref LCO/NLO
2nd October 2024

Dear Parent/Carer

We are offering year 7 students the chance to attend a performance of Peter Pan at the Mercury Theatre, Colchester on the 10 December 2024.

On the date of our visit, all participating students and accompanying staff will travel by coach bus departing from the Academy at 9.15am to arrive for the performance which begins at 10.15 am. We expect to arrive back at the Academy at approximately 2pm at the end of lunch break and ask that students are provided with a packed lunch or if eligible, request a free school meal. Please note: participating students will miss Period 1 to 4 lessons on this date and will be expected to catch up on any work missed.

We are asking for a contribution of £29 to cover the cost of this visit. You will appreciate that the activity will not be able to take place if sufficient funds are not forthcoming. However we do not want the cost to be a barrier. If you would like your child to participate but would like to request support with the cost, please do contact Mrs. Logan via nlogan@ormistonsudbury.co.uk. All requests will be dealt with in confidence. Please note that places are issued on a first come, first served basis and no space is secured until the contribution has been made. Please be aware that the theatre's terms and conditions state that once we have committed to the event, there are no refunds, therefore the trip cost is non-refundable.

It is easy to make a payment online provided you have already registered to access our Cashless Catering/Online e-payments system. If you have not yet registered, please contact Mrs N Logan, nlogan@ormistonsudbury.co.uk to request registration details if you have misplaced the instructions that were sent to you in the post at the start of term. Simply log onto <https://www.ipayimpact.co.uk> with your Username and Password. From the Home Page, click on Accounts and select your child's name, followed by the Details button to the right of the Fund Name 'Peter Pan'. Finally, go to the basket and make your payment. Please indicate that you have made the online payment on the attached slip.

On the day of our visit, students must be dressed in full and correct uniform - as detailed in student planners and on the website - to be allowed to join this trip. Unfortunately, any students who do not comply with our expectations regarding uniform will be asked to remain in the Academy. I must also mention that, if at any time from now to the date of the trip, your child's behaviour is considered by the Academy to be unacceptable and might cause serious concern whilst away from the site, the right is reserved to refuse to take him/her/them on the trip. However, I am sure all parents understand how important trust, behaviour and safety issues are on these occasions.

To give permission for your child to participate in this trip, I would be grateful if you would please complete the attached permission slip and return it to the postbox outside the Attendance Office by **break-time on Friday 25 October** so that tickets can be confirmed with the theatre.

Should you have any questions, please do not hesitate to contact me at the Academy.

Yours sincerely,

Mr L Cox
Assistant Principal
lcox@ormistonsudbury.co.uk



Artsmark
Alliance
Platinum Award



Reply Slip
Ormiston Sudbury Academy
'Peter Pan', Mercury Theatre, Colchester, 10 December 2024

Student's Name: _____

Year & Tutor Group: _____

Student's Mobile Tel No: _____

I refer to Mr Cox's letter of 27 September and give permission for my child to participate in the visit to see 'Peter Pan' at, Mercury Theatre on 10th December 2024.

I have made an on-line contribution of £29 or I have requested financial support via Mrs Logan

Please note until payment and permission is received the place is not guaranteed as we have a limit number of tickets.

I understand that this contribution is non-refundable. I understand that this contribution is non-refundable.

I am aware my child will miss their Period 1 to 4 lessons on this date and will be expected to catch up with any work missed.

For the duration of the trip, the emergency contact person/number will be as follows:

Name: _____

Relationship to Student: _____

Tel: _____

Medical/Dietary/Other information about the student of which accompanying staff should be aware:

Signed: _____

Date: _____

Name of Parent/Carer: _____ **BLOCK CAPITALS PLEASE**

My child is eligible for Free School Meals and would like to book a packed lunch

PLEASE NOTE:

If your son/daughter has a medical condition which necessitates the administration of medicine, please indicate on this reply slip and arrange for medication to be given to the teacher in charge on the day of the trip. For those students who carry such items as asthma inhalers and Epi-pens, students should confirm with the teacher in charge that they have medication with them and should confirm where it is to be kept during the day. Medication will be returned to your child at the end of the off-site visit.

If you feel your child's condition requires a Health Plan, please contact your child's Head of Year in the first instance. Please return completed slip via the post box outside the Attendance Office or direct to Mrs Logan office by **break-time on Friday 25 October 2024** - Thank you.