



Looe Community Academy

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Headteacher: Mrs H R Jenkins BSc

Reference: SPG/MLA

2 October 2017

Diana Awards Event at the Houses of Parliament on Tuesday 10 October 2017

Dear Parent/Carer

As you may know your son/daughter has been awarded e-safety ambassador within the school on behalf of the Diana Award organisation. Last year they undertook training at Liskeard and Looe schools and presented e-safety information to Year 7 students during PSHCE lessons.

In recognition of their achievement, the Diana Award organisation are having a showcase event at the Houses of Parliament next Tuesday and I am really pleased to inform you that your son/daughter has been invited to attend.

On Monday 9 October students will come to school in school uniform as normal and will attend the first lesson. We will then travel to Liskeard train station to catch the 11.33am train to Paddington. Students will need a packed lunch to eat on the train; they can pre-order their packed lunch from the canteen for collection on the day, including those students eligible for free school meals.

Once we arrive in London we will make our way to the Diana Award offices in Moorgate for a meeting/briefing. After this we will make our way to the hotel where we are staying and check in; it is the St Giles Hotel in Camden.

We will be free to see parts of London in the evening and we will find an appropriate place for an evening meal. During the evening students may wear their own smart/casual clothes.

On Tuesday 10 October we will leave the hotel with the students in school uniform and find a nearby place for breakfast. We then make our way to the Houses of Parliament where our students will be with only three other schools nationally showcasing the work that they have achieved to MP's and other VIP's. It is hoped that we will get an opportunity to look around the Houses of Parliament ourselves.

We will leave early afternoon to get to Paddington station; the train leaves the station at 16.06pm to arrive back to Liskeard by 19.56pm. Parents can either collect from Liskeard station or can pick up from the school at approx. 8.30pm.

The Diana Awards are kindly funding the vast majority of the trip. They are paying for the train ticket, the hotel, an allowance of £15 per person for an evening meal and £5 per person for breakfast. The Academy



Looe Community Academy is a member of SMART (South East Cornwall Multi Academy Regional Trust),

an exempt charity and a company limited by guarantee, registered in England and Wales with company number 7542166.

SMART's registered office is at saltash.net Community School, Wearde Road, Saltash, Cornwall, PL12 4AY. Telephone 01752 843715

will cover the cost of transport around London and other meals while in London. Students may of course bring a little spending money if they wish.

Having seen news coverage of events in London and other cities, I can understand how there may be concerns regarding safety and security during the visit. The Academy reviews all risks ahead of and during any visit and will not hesitate to act where the assessment dictates. We work with Cornwall Council's outdoor education specialists and take in to account the guidance issued by the government and specialist organisations like the Outdoor Education Advisors Panel. The current UK-wide threat assessment from international terrorism stands at severe; it has not dropped below this level since 29 August 2014. There will be 4 students and 2 staff, so supervision levels will be one staff per 2 students. Please contact me if you wish to discuss any aspect of the visit.

In order for your child to take part in this event please can you complete and return the reply slip below and the enclosed consent form. Please note that publicity may result from this event for the various organisers involved and by the nature of the activity your sons/daughters may be photographed/filmed and his/her name used. If you do not wish your child to feature in publicity could you please indicate this on the reply slip. Please return to me by Wednesday 4 October.

Yours faithfully

Mike Langdon
Leader of Learning for New Technologies

Please return to Mr Langdon by Wednesday 4 October 2017

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I give consent for my son/daughter _____ Form _____ to take part in the Diana Award trip to London on 9 and 10 October 2017.

I consent to my son/daughter being part of any publicity material which involves:

Filming *Yes/No Photography *Yes/No Names being used *Yes/No

(*Please select for each one)

I will collect my son/daughter from Liskeard station / Looe Community Academy car park.

I have completed the parental consent form.

Signed _____ Date _____

