

# St Matthew Academy

St Joseph's Vale, Blackheath, London SE3 0XX

Executive Head: Mr Serge Cefai

Head of School: Ms Miranda Baldwin



Dear Parent/Guardian,

## Royal Academy of Dance 'Step into Dance'

**Rambert Dance Studios – 99, Upper Ground, London. SE1 9PP**

Following your child's sterling performance at Thomas Tallis School, she has been invited to attend an afternoon of extraordinary dance at the Rambert Dance Studios in Waterloo. The event will be shared with two other schools: Clapton Girls School and Swiss Cottage Special School.

Your child will enjoy working alongside leading choreographers from the Rambert Dance Company and will have the rare opportunity to tour Rambert's archive collection. This fantastic experience will give your daughter an insight into the one of the world's most prestigious and renowned dance companies.

Your child will need a topped up Oyster card to travel to and from the Rambert Studios in Waterloo. The dancers will not be allowed to leave the venue at any stage of the afternoon. Parents are advised that students should have a packed lunch and adequate refreshments for the afternoon as food and drink is **not** provided.

The details of the trip are as follows:

Date:	25.5.18
Departure Time:	11.30am
Return Time:	Approximately 5pm at St Matthew Academy
Venue:	Rambert Dance Studios, 99 Upper Ground, London. SE1 9PP
Travel:	Train to & from Blackheath to Waterloo. Then a short walk to the venue
No. of staff:	2
No. of pupils:	9
Dress:	School Uniform and clearly labelled dance costume
Cost:	Topped up Oyster card
Refreshments:	Packed lunch and sufficient refreshments for the evening performance

While it might not be possible for anyone to guarantee 100% safety on any journey, myself as visit leader and my colleagues will retain the overall pastoral responsibility that we have when in school and which is well established in law. The law requires that teachers do everything reasonably practicable to ensure the safety of everyone in the group, and the staff will use their skills and experience as adults and teachers to protect the health, safety and welfare of the pupils. A detailed risk assessment has been carried out, a copy of which is available from the school if you wish to see it.

**If you would like your child to take part in this trip, please complete the permission slip and return it to me at school as soon as possible.**

Yours sincerely,

**Catherine Smith**  
**Subject Leader – Dance**

# St Matthew Academy

St Joseph's Vale, Blackheath, London SE3 0XX  
 Executive Head: Mr Serge Cefai  
 Head of School: Ms Miranda Baldwin



**RETURN PERMISSION SLIP TO MS SMITH:**

**Royal Academy of Dance**  
**Rambert Dance Studios – 99, Upper Ground, London. SE1 9PP**

I have read the information on this letter and I agree to ..... (name of pupil) in ..... (form group) taking part in the visit and in the activities described.

**I understand that video footage and photographs will be taken and used by Step into Dance and St Matthew Academy on their websites, social media and suitable publications.**

I agree to impress upon him/her the necessity to behave responsibly and to help the teachers to ensure the safety of everyone on the visit.

I am aware that the school has a detailed policy on the safe running of educational visits, which I can obtain from the school. I am also aware that the school's educational visits are always well organized with a particular attention paid to health and safety. I understand that there can be no absolute guarantee of safety, but appreciate that the school leaders of the visit retain the same legal responsibility for pupils as they have in school and will do everything that is reasonably practicable to ensure the safety of everyone on the visit.

Does your child have any condition or medical treatment requiring special medical attention? **Yes/No**  
 Give details:

Does he/she have any special dietary requirements? **Yes/No**  
 Give details:

Does your son/daughter have any allergies? **Yes/No**  
 Give details:

When did your son/daughter last have a Tetanus injection? Date: \_\_\_\_\_

Contact phone number: .....

2<sup>nd</sup> emergency contact number: .....

**I understand and give permission for St Matthew Academy and the Royal Academy of Dance to use any photographs and video footage taken during the day.**

**Declaration:**

I confirm that my child is in good health. I agree to inform the group leader of any change in medical condition, and I give consent to any administration of medication or blood transfusion as may be considered necessary by medically qualified persons, and any first aid deemed necessary, in an emergency situation during the visit.

Signed: ..... (parent/guardian) Date: .....

# St Matthew Academy

St Joseph's Vale, Blackheath, London SE3 0XX

Executive Head: Mr Serge Cefai

Head of School: Ms Miranda Baldwin

