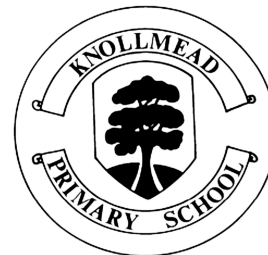


# Knollmead Primary School

Knollmead, Tolworth, Surbiton,  
Surrey. KT5 9QP  
Headteacher: Mr D Tan



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**Website:** [www.knollmeadprimary.co.uk](http://www.knollmeadprimary.co.uk)

12th November 2018

Dear parents/carers

I am writing to inform you of an exciting opportunity that has arisen for the children in Years 5 & 6. **On Thursday 29th November** the children will attend an event called 'Orchestra unwrapped' at the Royal Festival Hall. The Philharmonia Orchestra will be performing to the children in a way which is designed to introduce the orchestra, its instruments and repertoire in a dynamic, fun and accessible way.

On this day the children will need to arrive at school at normal time, but **will require a packed lunch**. We will provide a packed lunch for all children entitled to Free School Meals, unless you confirm on the reply slip that you will be providing packed lunch. Please be sure to indicate on the reply slip if you will be providing a packed lunch.

The children will be travelling to and from this event by train, and will be accompanied by a member of staff throughout their learning experience. **The children should be back at school in the afternoon by 3.20pm.**

The cost of the trip will be just £2.50 per child. **The school will no longer accept payment by cash or cheque.** Payment can be made either online via ParentPay or by visiting a PayPoint store. If you do not have your ParentPay login details please contact the school office. If you do not wish to make an online payment through ParentPay you will still need to log onto ParentPay in order to print the appropriate PayPoint Barcode letter and then take it to your local PayPoint store where you can make the payment by cash or cheque. A list of PayPoint stores can be found at [www.paypoint.co.uk/paypointlocator](http://www.paypoint.co.uk/paypointlocator). If you need any assistance with this please contact the school office.

**On Thursday 29<sup>th</sup> November please ensure your child arrives in full school uniform with a coat and a water bottle.**

Please sign the attached permission/medical form in order for them to take part.

In addition, the Philharmonia Orchestra are seeking permission from parents for photos/films to be taken and used by them where appropriate. If you are happy for images of your child to be taken and used please provide your consent below by ticking the appropriate box. If you do not give permission, again, please tick the appropriate box.

Mr Tan  
Headteacher

Knollmead Primary School is part of The Coombe Academy Trust, a company limited by guarantee (company number 7905433, registered in England and Wales) that has its registered office at Coombe Boys' School, Blakes Lane, New Malden, Surrey KT3 6NU



Name of child: \_\_\_\_\_ Class: \_\_\_\_\_

### RECORDED MEDIA CONSENT

The Philharmonia Orchestra (PO) occasionally takes still photographs, film and or/audience recordings of workshops, rehearsals or concerts for the purposes of:

- recording the person's participation in this event
- sharing with the person's parents/guardians
- sharing with other participants at the event
- sharing with the project's partners, if relevant
- adding to the PO own photo/film archive as documentation of this event including in PO promotional literature
- including on the PO website and social media channels
- promoting the event in newspapers or publications
- including in PO displays or exhibitions

**I consent** for the Philharmonia Orchestra, or a person nominated by the Orchestra to take photos or film or audio recordings of my child for the purposes listed above.

**I do not consent** for the Philharmonia Orchestra, or a person nominated by the Orchestra to take photos or film or audio recordings of my child for the purposes listed above.

Parent/carer signature \_\_\_\_\_ Date: \_\_\_\_\_

