

Dear Parent

Occasional Orchestra – Thursday 27th June 2024

I am writing to invite your child to participate in our annual **Occasional Orchestra at Henlow CE Academy on Thursday 27th June 2024.**

The Occasional Orchestra offers students a unique opportunity to participate in a large ensemble and to develop their musicianship skills alongside other instrumentalists from a wide range of age and ability levels in an atmosphere that is challenging and fun. One of the most valuable aspects of the event is the contribution made by our older more experienced students who take on the role of mentors to our younger students.

The timetable for the day will be as follows:

- 4:00pm – 4.15pm Assemble and set-up – please do not arrive before 3:55pm to allow the safe departure of the Academy's students.

Henlow Academy will take over the duty of care once you have signed your child in

- 4.15pm – 5.30pm Rehearse
- 5.30pm – 6.00pm Break for packed tea
- 6.00pm – 6:30pm Concert for parents and friends

Please could students be encouraged to bring their own named music stand and for double basses and cellos their 'black holes' for their spikes. Please collect all equipment at the end of the concert.

Concert dress: School uniform

Please bring a packed tea and drink. Please be aware Henlow Academy is a nut free school.

Parents, family and friends will be very welcome to come along to the concert at 6.00pm. Please indicate how many tickets you require on the reply form.

Teachers and staff from Henlow Academy will be taking the duty of care of your child after you have dropped them off. Parents/carers will be responsible for taking their child home at the end of the concert at approximately 6:30pm.

If you wish your child to take part, please complete and return either the google form <https://forms.gle/wEEeQFXzbp63YN46> or the attached consent form returned to Henlow Academy by **Monday 17th June 2024**. Please be aware that late replies will not be accepted as we wish to send the music to you for your child to practice prior to the event.

Yours sincerely

Mrs B Fordham
Head of Music

OCCASIONAL ORCHESTRA – 27th June 2024

STUDENT CONSENT FORM

Pupil's name:

Instrument.....

Level – please tick or underline their approximate level

- Beginner – learning less than 2 years
- Grade 1-3
- Grade 4+

School:

Parent/Carer's name:

Parent/Carer's email address (music can be sent to you prior to the event)

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Address:

I give permission for my child to take part in the Occasional Orchestra at Henlow CE Academy

I understand that I am responsible for transporting my child to and from the event at Henlow CE Academy for 4:00pm on Thursday 27th June 2024.

Please note that your child should bring a packed tea with them.

I understand that staff from Henlow Academy will be supervising the event will take all reasonable care of my child, but that neither they nor the Local Authority can necessarily be held liable in respect of, or damage to, property of my child arising from the activity unless that loss, damage or injury results from the negligence of Henlow Academy, its employees or official volunteers.

I understand that my son/daughter will not be allowed to leave the venue during the course of this event.

I agree to my child receiving medication, if required, as instructed by medical authorities present, including anaesthetic or blood transfusion.

Does your child have any known medical condition that the organisers should be aware?

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Will your child be bringing any medication with them to the event? If so please give details:

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During the event Henlow Academy will take photographs of ensembles and musicians, which may be used to publicise Henlow Academy music making activities. In such circumstances individual students will not be identified and images will not be made available to any other organisation. Please inform us if this is in any way unacceptable.

Doctor's name and contact number

Signed:(Parent/Carer)Date:.....

Parents/carers emergency telephone contact numbers and names

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PLEASE RETURN THIS FORM TO HENLOW ACADEMY BY MONDAY 17th JUNE 2024