



Thursday, 22 October 2015

Dear Parents and Carers,

Over the last couple of years the school has worked closely with BT Education and, as a result of the partnership have been invited to take a small group of children to spend the day at BT Adastral Park learning how to use a programme called CoSpace. There is a national competition in March and we will be working on perfecting our programming ready to compete in that competition.

The arrangements for the day are as follows:

- We need to be at Adastral Park at 9:30am (we will need to take the children in private cars and are asking if any parents can help us with the drop off and collection of the children on the day).
- Children will need to bring a packed lunch. Children will need to wear school uniform.
- Children will finish the session at 3:15pm and will then need to be driven back to school- we anticipate being back at about 3.45pm.
- The trip leader will be Mrs Noon.

If we need to contact you during the day, we will do so via the contact details held in school. If medical help is required we will assume that your child's medical requirements and doctor's surgery information remain as noted on the annual data return sheet. If any of these details have changed or will be different on the day of the trip, please inform us in writing.

Please could you complete the slip below to give your permission for your child to attend, we also require photo permission as well. If you have any questions please do not hesitate to get in touch.

Yours sincerely  
Jacqui Noon

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**CoSpace Day at B.T. Adastral Park Tuesday 20<sup>th</sup> October 2015**

Childs Name..... Class.....

- I give permission for my child to attend the CoSpace Day at Adastral Park.
- I give permission for photographs to be taken of my child at this event.
- My child is entitled to a free school meal and I would like to order a school packed lunch.
- I will pick my child up from Clifford Road at the end of the day.
- My child can walk home by themselves after arriving back at Clifford Road
- I am able to help with driving some children to and from Adastral Park

Signed .....