



WILLIAM ELLIS SCHOOL
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2nd December 2019

Dear Parents/Carers of Year 9 students,

“Spoken Word” Project

Throughout this half term, your son has been participating in a ‘Spoken Word’ project with a poet in residence at Lauderdale House. The students have been working on developing their poetic skills and refining a poem on the theme of identity to share with a larger group. The final stage of this workshop is a **poetry reading at Lauderdale House on Friday 13th December at 4:00pm.**

In order to prepare for the event and do a final rehearsal, we will be leaving school at 2:30pm on 13th December to walk over to Lauderdale House. The event should conclude by 5:30pm when we will return to school with the students. You can collect your son from Lauderdale House or students can be dismissed from the venue to make their own way home if you give your permission on the slip attached. We hope that you will give permission for your son to participate in this performance. We also cordially invite you to attend this event at Lauderdale House celebrating the poets and the poems that have been written in this workshop.

Attached to this letter is a permission form. We thank you for completing it so that we know you are happy for your son to be involved in the presentation and also whether or not Lauderdale House have your permission to use photographs from the event and the project.

If you have any further inquiries, please contact either myself or Ms Lorna Damms. We hope to see you there and thank you for your support.

Yours faithfully,

Mr Robert Yurchesyn
English KS3 Co-ordinator

cc. Lorna Damms
Head of English department

Lauderdale House "Spoken Word" Project Workshop at Lauderdale House,

Photograph Consent Form

Your son is participating in a Spoken Word project run by Lauderdale House.

Lauderdale House has recently received funding from Heritage Lottery Fund and John Lyon's Charity to carry out essential renovations and engage young people in our heritage. We regularly report back to HLF and John Lyon's Charity to tell them how we are using the funding. Lauderdale House may wish to take photographs of your child during the project. We'd like your permission before we take any photographs.

Please tick if you are happy for us to use photos of your child for the following:

- Displays in the House
- In internal reports to Heritage Lottery Fund and John Lyon's Charity
- Marketing materials for the House

For your information:

1. No names or other personal information will be included in any captions
2. We will not use the images for any reason other than the ones stated above

Please also complete the following:

I understand that my son will be participating in the Lauderdale House poetry event and I give my permission for him to attend.

I give permission for my son to make his own way home from the event. (Yes/No)

I will be collecting my son from Lauderdale House. (Yes/No)

I also understand that students may be photographed by the event's organiser and I have indicated my preferences regarding photo use in the tick boxes above.

Name of son and tutor group:

Signature of parent / carer:

Date

Please return this form to Mr R. Yurchesyn, English Department.