

High Firs Primary School

Headteacher

Mr C Turtle BA Hons PGCE NPQH

Deputy Headteacher

Miss C Rennie BA(Ed) Hons



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Kent

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8th May 2018

Dear Parents

Knole Academy Taster Day

Year 5 will be attending a Taster Day at Knole Academy on Tuesday 3rd July.

This will be an opportunity for the children to find out about life and lessons in a secondary school, so even if you are not considering Knole Academy as a secondary school choice for your child it is a very worthwhile day.

Parents are asked to drop their children off at Knole Academy at 9.30am and to collect them at 3.00pm; the children will be supervised by Knole Academy staff throughout the day. There will be a physical activity session so the children should attend wearing their PE kit, rather than school uniform. The children can either bring a packed lunch or £3 if they would like to buy a school meal.

Knole Academy are also organising a tour of the school for any interested parents on the morning of 3rd July. If you would like to attend the tour please contact the school directly to book this – their number is 01732 454608.

Please return the attached consent form to the school office by 11th May 2018.

Yours sincerely

A handwritten signature in black ink, appearing to read "C Turtle".

Mr C Turtle
Headteacher



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Taster Day – Knole Academy Tuesday 3rd July 2018

Child's Name	
Emergency Contact Information	Name: _____ Relationship to child: _____ Mobile telephone: _____ Home telephone: _____ Work telephone: _____
Medical Information	Does your child have any condition (including allergies or dietary requirements) which may require medical treatment, including medication? If YES, please give details below & remember to provide any relevant medication on the day.
Meal arrangements	My child will bring a packed lunch. OR My child will bring £3 to purchase a school meal.
Declaration	I agree to my child participating in the above visit as per the details on the accompanying letter. I agree to my child's participation in the activities described and acknowledge the need for them to behave responsibly. I agree to my child receiving any medication as instructed and for any emergency dental, medical or surgical treatment (including anaesthetic or blood transfusion) as considered necessary by a First Aider or medical authorities present.
Parent's Signature:	Name in Capitals:
_____	_____
Date: _____	

Protecting your data:
 This form is valid for the said trip from the date you sign it, for the period of time your child attends the school visit. The consent will automatically expire after this time. High Firs Primary school hold your records securely, until the school visit had ended and all the children are returned to school, after which they are retained securely for 1 month in case of any queries, then safely destroyed 1 month after the visit.

This form will be passed to Knole Academy and is valid for the said trip from the date you sign it, for the period of time your child attends the school visit. The consent will automatically expire after this time.

It is your responsibility to let us know if you need to make changes to your agreement at any time, to the emergency contact or medical information.

Note from Knole Academy
 Please rest assured that we are in the process of updating our data protection policy and privacy notice to comply with GDPR. We will only be keeping this information for the purpose and duration that we need to, after which it will be shredded and deleted.



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