

Dear Parent/Carer,

I am writing to tell you about a forthcoming event, at the Bridgewater Hall Manchester on the 27<sup>th</sup> February 2023 in preparation for the GCSE English Literature examinations that your son or daughter will be taking. **Poetry Live** is an exciting opportunity for our Shuttleworth students and the sessions will be invaluable to their understanding of both the Poetry Anthology and Unseen Poetry section of the examination. They will also get to see and hear a range of famous poets including Simon Armitage and Carol Ann Duffy and Owen Sheers and these sessions will be invaluable in terms of gaining expert knowledge in approaching the examination questions. The schedule will be as follows:

We will leave Shuttleworth College at approximately 8.50 am and will arrive at Bridgewater Hall in Manchester at 10.15am. The event will commence at 10.30am and we should arrive back in school, all things having gone to plan, at 4.15 pm.

The party will number a maximum of 55 students on a first come first served basis, and I will be leading and managing the visit with assistance from three other members of staff. Students will be supervised throughout the event, and they will be allowed to purchase refreshment at the interval, whilst under the supervision of staff; they may also wish to bring a small amount of personal spending money with them to make small purchases and all pupils should bring a packed lunch, if they are on free school meals they can order a 'Grab Bag' from the canteen the day before. The risks associated with the event have been assessed in accordance with school policy and during the event, normal school rules will apply regarding acceptable behaviour and conduct.

We will be travelling by coach and I will be taking the school's mobile **07805 356840** with me for use in the event of an emergency. Should you require any more information, please contact me at school on the above number.

Please note we will be using the form 3A sent out at the beginning of September as consent for this visit, if we have not yet received this back please click on this link [Medical Consent form 3A](#) and complete the form before Friday 17<sup>th</sup> December. If we are not in receipt of the form 3A your child will not be able to attend the visit. If, for any reason you do not want your child to take part in this visit please contact me prior to the date of the trip.

Please note that on the trip photographs may be taken which could include your child. These photographs may then be published in the press, host company's publications, college publications and also on the college's website. If you do not wish your child's photograph to be taken you must send a letter to Mrs Kim Turner **before** the trip takes place.

Please be aware that your child is responsible for any valuable they chose to take along, such as cash, mobiles, jewellery or other personal possessions. They must bring any medication needed on the day.

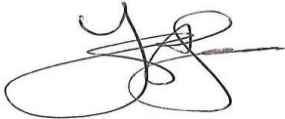
We are asking for a voluntary contribution of £26.50 to be made for the visit which can be paid via [www.parentpay.com](http://www.parentpay.com) by no later than **Friday 9<sup>th</sup> December 2022**.

The contribution for this visit is voluntary and no student will be prevented from taking part because their parent/carer could not, or did not want to contribute. The contribution is genuinely voluntary and parents have no obligation to pay. However, please note that if not enough contributions are received; we reserve the right to cancel the visit. Charges are in-line with the school's Charging and Remission

Policy; the policy is available from the school website or by contacting the school business manager on the school number.

If your child is interested in attending this trip please click on this link [Reply Slip](#) to complete the form before 9<sup>th</sup> December 2022.

Yours faithfully,



Miss St-Jean  
Teacher of English



Think BIG



Email: [admin@shuttleworth.lancs.sch.uk](mailto:admin@shuttleworth.lancs.sch.uk)  
Web: [www.shuttleworthcollege.org](http://www.shuttleworthcollege.org)  
Instagram & Twitter: @shuttle\_college  
01282 682300