



# St Paul's Church of England Primary School

Hampton Dene Road | Hereford | HR1 1UX  
01432 273784 | [www.stpaulsprimary.com](http://www.stpaulsprimary.com) | [admin@st-pauls.hereford.sch.uk](mailto:admin@st-pauls.hereford.sch.uk)

Headteacher: Elizabeth Vautier-Thomas BA Ed (Hons)

Friday 17<sup>th</sup> October 2025

Dear Parent/ Carer

## **Reception Trip to Courtyard**

We are planning to take the Reception class to The Courtyard Theatre in Hereford on **Wednesday 10th December** to see a performance of *Hansel and Gretel*.

This performance is suitable for children aged 4–5 years and will be a wonderful opportunity for the children to experience live theatre and get into the Christmas spirit.

The coach will leave school at **8:15am** and is expected to return by **11:30am**.

**Children will need to arrive at school at 8:00am and will be greeted by staff at the main entrance.**

We are delighted to share that the *Friends of St Paul's* have generously funded this trip as a Christmas gift to the children, so there is **no cost to parents**.

If you would like your child to take part in this trip, please ensure you have given consent via ParentPay by **Friday 14th November**.

All children should wear full school uniform and will need to bring the following:-

- Waterproof coat
- Drink – no glass bottles and no sweets please.

Please note that it is a mandatory requirement for all parents/carers to provide consent for their child/ren to attend therefore please complete the consent request on ParentPay by **Friday 14<sup>th</sup> November**.

**If we do not receive consent form we will not be able to include your child/ren on the trip.**

If you have any queries or questions about the trip, I would be more than happy to discuss them with you.

Yours sincerely,

**Mrs Thurgood**  
Head of KS1



## **PRIVACY NOTICE**

St Paul's CofE Primary School is the Data Controller under data protection law and will use the indication of your consent set out on this form to process your child's inclusion in the event detailed.

The legal basis for processing this data is your consent to do so. You can withdraw your consent for your child to be included within the event any time before the morning of DATE by notifying us. Our contact details to do so, or for any other queries is [admin@st-pauls.hereford.sch.uk](mailto:admin@st-pauls.hereford.sch.uk). After this time, the event will have taken place.

Your data and your child's data will be kept in a secure manner in line with the School's policies.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website.

You can contact the school's Data Protection Officer Ms Samantha Smith at [igschools@herefordshire.gov.uk](mailto:igschools@herefordshire.gov.uk) 01432 260282.

