



St Paul's Church of England Primary School

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Headteacher: Elizabeth Vautier-Thomas BA Ed (Hons)

Friday 17th October 2025

Dear Parent/ Carer

Year 5 and 6 Trip to the Courtyard Theatre

We are planning to take Years 5 and 6 to The Courtyard Theatre in Hereford on **Tuesday 16th December** to see a performance of the pantomime: ***Mother Goose***.

This performance will be a wonderful opportunity for the children to experience live theatre and get into the Christmas spirit.

The coach will leave school at **9:00am** and is expected to return by **1:00pm**

All children in Year 5 and 6 will require a packed lunch on Tuesday 16th December and hot dinner orders will be cancelled.

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 14th 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 Yates
Head of KS2



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@stpauls.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 01432 260282.

