

THEATRE TRIP REMINDER

NAME	
PRODUCTION	THE WOMAN IN BLACK
VENUE	
DATE	
TRIP ORGANISER: F. BRAY	07932 908351
SCHOOL BASED CONTACT: J. WOOD	07791 462250
FIRST AIDERS	MRS BRAY

ITINERARY

18:00	<p>Coach on site. REGISTER</p> <p>Depart from St Aidan's main school car park. IT WILL NOT BE POSSIBLE TO WAIT FOR LATECOMERS.</p> <p>YEAR 13 MAY PARK CARS IN THE MAIN SCHOOL CAR PARK</p>
19:00 (approx)	<p>Arrive WEST YORKSHIRE PLAYHOUSE, LEEDS</p> <p>Students must remain in the theatre until the end of the production. In the event of an emergency evacuation, assemble outside the front entrance and register with school staff.</p>
19:30	<p>Performance of THE WOMAN IN BLACK begins.</p> <p>Running time: 120 minutes (including an interval)</p>
21:30 (approx)	<p>Performance ends. Assemble on the coach for registration.</p> <p>The ABBOTTS coach will be parked at the drop off point.</p>
22:30 (approx)	<p>Return to St. Aidan's main school car park.</p> <p>PLEASE MAKE ARRANGEMENTS FOR PROMPT COLLECTION BY A DESIGNATED ADULT.</p> <p>PLEASE DO NOT ARRANGE COLLECTION BY TAXI.</p>

1. Please ensure you have routine medication with you (e.g. inhalers). All usual health and safety precautions apply.
2. Coach seating will remain the same for the outward and homeward journeys. **SEATBELTS MUST BE WORN AT ALL TIMES. THIS IS SCHOOL POLICY AND BASIC HEALTH AND SAFETY. COMPLIANCE IS COMPULSORY.**
3. Tickets will be distributed outside the theatre prior to a performance. Please collect tickets at the same time as the people you would like to sit next to. It will not be possible to change seats once inside the auditorium.

4. Mobile phones must be turned off during the performance.
5. **Behaviour must be exemplary. BE RESPECTFUL TO THEATRE STAFF AND DO NOT DISTURB OTHER THEATRE-GOERS.**
6. **DRESS CODE.** Pupils do not need to wear school uniform. However, all year groups are reminded that you are representing the school. SMART casualwear should be worn. Please avoid clothing with inappropriate graphics or anything that could be considered revealing. Common sense should prevail.
7. **Do not leave the theatre until after the performance. In case of an emergency in the theatre you will be directed to leave by a member of the theatre staff. Assemble at the designated assembly point for registration by school staff.**
8. **PLEASE CONTACT MRS BRAY IN ADVANCE OF THE TRIP IF YOU WISH TO MAKE ONE OF THE FOLLOWING ALTERNATIVE TRAVEL ARRANGEMENTS:**
 - Drop off at the theatre. Please ensure you arrive 30 minutes before the start of the performance.
 - Pupils may be collected from the theatre **BY PRIOR ARRANGEMENT (please give a minimum of 24 hours notice)**. In the case of **Years 9 - 11**, if the designated adult is not present in the theatre foyer at the end of the performance the pupil will return to school on the coach and will need to be collected from the school site.
 - Permission for your son / daughter to walk home from the theatre / school or use public transport. Please note: the use of taxis should be avoided as they have proved unreliable in the past and we cannot accept responsibility for un-vetted 3rd party transport providers.
 - Permission for your son/daughter to travel home with a friend.

9. COLLECTION FROM SCHOOL

- The coach driver respectfully requests that parents ***avoid parking anywhere on the bus lane.***
- Please be aware that the return time is an estimate and subject to traffic conditions. However, it is rare that we are delayed by more than 10 or 15 minutes. Parents/Guardians are requested to **BE ON SITE FOR THE STATED RETURN TIME.** Your co-operation in this matter is greatly appreciated.

Yours sincerely
Mrs Bray
Head of Drama

CONTACT DETAILS

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DRAMA MOBILE: **07932 908351**