

Executive Headteacher: Ms Sarah Jane Bellerby

Monday 6th November 2023

Dear Parent/Carer,

Following on from last week's email, I am writing to update you on the final arrangements for the [Mulberry Festival of Arts](#) on Tuesday 7th and Wednesday 8th November. This is at Mulberry UTC, 64 Parnell Rd, Bow, London E3 2RU.

How can I watch the performance?

There are 2 options for this:

1. Parents can [book a ticket](#) to the show and watch in the audience and collect their child back at school.
2. Parents can accompany their child backstage. You do not need to reserve a ticket for this however **you must notify Sarah Jane today by 4pm today** so we can add you to our list and I can notify the production team. **You will be able to watch The Gingerbread Man performance on stage.** We are likely to have space on the coach for parents to travel with us to/from Mulberry UTC. Please notify Sarah Jane if you would like to travel via the coach.

Can I collect my child from Mulberry UTC?

Yes you can. So that we can ensure safe handover, we ask that parents accompany their child backstage (option 2). Please let Sarah Jane know by 4pm today if you would like this option. **You will be able to watch The Gingerbread Man performance on stage.**

Is there room for parents to travel on the coach?

Yes we do have space, please speak to Sarah Jane if you wish to travel to/from Mulberry UTC with your child on the coach.

Please note, there is a **DLR strike on Tuesday 7th and Wednesday 8th November** which is likely to affect your travel should you take public transport to/from Mulberry UTC and/or Mulberry Wood Wharf Primary.

Who will be going on the trip?

On Tuesday, Sarah Jane will be the Senior Leader accompanying the trip.

On Wednesday, Anita and Sarah Jane will be the Senior Leaders accompanying the pupils on the trip.

Shireena, Reema, Zaheeda and Ifty will also be accompanying the pupils on the trip.

Is there parking at Mulberry UTC?

There is no parking for the public at Mulberry UTC.

We have arranged a safe space for drop off/pick up from the coach.

Will the children have a snack?

Yes, we have arranged for a packed lunch for both days consisting of a sandwich, piece of fruit and a drink.

Children will also take their water bottles.

Should my child come dressed in their outfit?

Yes, this will make it easier for the children. If you would prefer they didn't, please let a member of staff know and they will support them to get changed before the performance. Your child does not require any additional props except the costume slip they have been given.

What will my child be doing for the whole afternoon?

Tuesday 7th November

1.45pm: Leave school and travel via coach to Mulberry UTC

We have a room solely for our use by the stage where we will put our bags and belongings. We will visit to the toilets and have a drink of water.

2.30pm: The children will rehearse on stage and become familiar with the space and lights etc

3.00pm: The children will have a snack (lunch boxes provided) and relax and play until their performance.

4.00pm: The children will get ready to do their performance on stage to the audience.

4.30pm: The Gingerbread Man performance should be complete and we will gather the children's belongings and use the toilets

4.45pm: Parents can collect their child, this must be agreed by a senior leader before the event and parents should choose option 2.

5.00pm: The group will go on to the coach and head back to school.

5.30pm: Expected return.

The group will enter Jack Dash House and a headcount will take place before children are handed to their parents.

Wednesday 8th November

2.45pm: Leave school and travel to Mulberry UTC via coach

3.15pm: The children will get comfortable in the space provided to them and have a snack/use the bathroom (lunch box provided)

4.00pm: The children will get ready to do their performance on stage to the audience.

4.30pm: The Gingerbread Man performance should be complete and we will gather the children's belongings and use the toilets

4.45pm: Parents can collect their child, this must be agreed by a senior leader before the event and parents should choose option 2.

5.00pm: The group will go on to the coach and head back to school.

5.30pm: Expected return.

The group will enter Jack Dash House and a headcount will take place before children are handed to their parents.

What if I can't locate the group and need to get in touch with a senior leader?

Please let Sarah Jane if you wish to accompany your child backstage and watch the show from there. This list will be given to the production team and they will be expecting you and will direct you to meet us.

In the event of not being able to meet the group, please call the school mobile on 07592600128.

How will my child be kept safe?

Like all trips, a thorough risk assessment has been completed to ensure the safety of pupils is the number one priority. All staff have been trained and briefed on the risk assessment.

Here are some of the ways we have minimised risks:

- Travelling via private coach and not public transport
- Creating registers of pupils and arrangements for parents collecting their child
- We have a central and secure space at Mulberry UTC so children cannot move freely around the building. We have an allocated space that will be for our sole purpose
- Pupils will always go the bathroom with a Mulberry Wood Wharf adult

Please do not hesitate to give me a call, send an email or speak to me at the end of the day should you have any questions.

We are really excited to be a part of the Mulberry Festival of Arts and watching the recent rehearsals I really think Panda Class are going to be the stars of the show!

Kind regards,



Sarah Jane Bellerby
Executive Headteacher

