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**Choir visit to Young Voices BP Arena Birmingham**

Dear Parents/Carers,

Please find below full details of what your child will need and a timeline of our day. I have tried to list everything you may possibly need to know, including if you have tickets and what to expect. If you have any further questions, please do not hesitate to contact me via the school office.

If your child requires inhalers or travel sickness medication, please provide full details of this via a medical form which can be obtained at the school office.

Children are not permitted to take any torches or mobile phones to the event, glow sticks are also not allowed.

**Timeline and requirements:**

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| **11:20am** | Hollinshead Coaches will collect us and will remain parked in an allocated space for the entire event. |
| **1PM** | Arrive at the Arena. Our Teachers/helpers will be issued with an ID badge, and all students will be issued with a Young Voices **wrist band**. We will enter via the **Choir Entry** and be escorted to our allocated seating area. |
| **1pm-2pm Lunch** | Each adult will be given a group of 3 or 4 children to assist with any needs including toileting. Please pack an accessible lunch that your child can manage without the need for cutlery etc. |
| **2pm**  **Rehearsal** | Rehearsal schedule begins and we meet the band, and the directors will talk us through the performance. |
| **5pm**  **Tea** | Break – need to provide **packed tea** and a **change of clothes** for the performance. -Please pack a **white top/T-Shirt and a pair of dark trousers/dark coloured skirt. No logos or writing can be present on the white top.**  Organised time slots will be arranged for children to go in pairs with an adult, to use the toilets and changing areas. A Teacher will also always be present to assist each group.  We will not be leaving our seats at any other time other than going to the toilet. |
| **6:30pm** | All children and teachers will be back in their seats ready for the performance. If you have bought tickets the performance starts at 7:00pm and finishes at 8:45pm. Look for the Rode Heath School Banner, the Arena will try to seat you near to our school as you enter the audience section. |
| **8:45pm** | We will remain in our seats until the very end of the concert and then allocated arena staff will follow strict departure procedures. This is a strict security egress plan. We will wear our Rode Heath high-vis jackets to exit and then follow the planned route back to the coach. Children must stay with the school and travel back to school on the coach. |
| **10:30pm** | Approximate arrival back to school. The coach will enter the car park, and all children will be safely escorted into the main reception at school. From there you can collect your child. If there are any changes to normal pick-ups please advise the school ahead of time. We will send a text out to advise you of any changes to the time of arrival. |

Yours sincerely,

Ms Gemma Burton