

Dear Parents/Guardians,

Please insert date to be issued

Re: Bromley Primary Schools Cross-Country Tournament @ Crystal Palace-Saturday 15th March, 2014

I write to inform you that your son/daughter has been chosen to represent their school to promote the skills and knowledge as a sports leader. All invited leaders will have the opportunity to help manage the Bromley Primary Schools' Cross-Country Tournament. This is a major borough-wide sporting event open to Yr 3-6 pupils from all primary schools within the borough with over a thousand competitors annually attending. The event will be situated within Crystal Palace Park adjacent to the terraces. Additional details including a map of the venue and risk assessment can be found via: www.bpscca.co.uk

Could your son / daughter please arrive at about 8.15am as the event runs from 9.00 - 12.00p.m, but support with setting up would be greatly appreciated. Please could your child wear appropriate school sports clothing as well as bringing water-proofs just in case the weather becomes unsettled. Refreshments are available to buy on site. If an inhaler is needed then please ensure that this is also taken.

We are unable to provide school transport, so it would be much appreciated if your son/daughter can make their own way to this event. Rail and bus services do however operate within the vicinity. Transport details for connections to and from Crystal Palace can be found via:

http://www.thetrainline.com/buytickets/?href=ppcg_journey_planner&WT.srch=1&WT.mc_ev=click&adpos=1t1&gclid=CPTQ5cSw6bICFVMBtAodOgMA4w (Rail) & <http://www.tfl.gov.uk/tfl/gettingaround/maps/buses/pdf/crystalpalace-2063.pdf> (Bus)

Please note that heavy traffic congestion within the Crystal Palace area is a regular occurrence during the midday period so there may be delays in the public transport.

In return for the help provided, your son/daughter will be able to register their hours of volunteering as part of Youth Sport Trust's Step into Sport (SIS) Passport Scheme with awards available depending upon the number of hours recorded over time. Secondary P.E Dept staff are support those students who have yet to be registered within this scheme via:

<http://www.sisvp.com/>

Please would you therefore complete the slip below confirming your son/daughter's attendance and ensure that it is returned to the P.E office in an envelope marked for my attention by no later than Monday 10th March, 2014.

If you have any queries related to this event, then please don't hesitate to contact me.

I thank you for your kind co-operation,

Yours faithfully

Head of P.E
Name of School

To Head Of P.E @

Re: Bromley Primary Schools Cross-Country Tournament @ Crystal Palace- Saturday 15th March, 2014

I give permission for..... (name of student) to attend and support the Cross-Country @ Crystal Palace as a Sports Leader on Saturday 15th March

Signed:.....(Parent/Guardian)

Date:.....

Please ensure that this slip is delivered by no later than Monday 10th March, 2014.