

Our ref: GSI/RKR

23 January 2025

Dear Parent/Carer

10C Photography visit to Leeds Royal Armouries

We are delighted to confirm that your child has been allocated a place on the visit to the Leeds Royal Armouries Museum on Friday 14 February 2025. By attending this visit, students will gain exceptional insight and inspiration to support their ongoing coursework and gain practical insights that will enhance their understanding of the subject.

In order for the trip to go ahead, we are requesting a contribution of £11.00 to go towards the cost of the coach transport. Students are required to meet in the lower atrium at 8:50 am and will leave the academy at 9:00 am, returning at approximately 2:30 pm.

Payment should be made via the ParentPay facility. If you are unable to access ParentPay and require a barcoded letter to pay at a PayPoint, please email admin@stwacademy.com and a letter will be printed for the student to collect from Reception. The deadline for payment is Wednesday 5 February 2025. If you are facing financial hardship and are unable to make the payment, please contact admin@stwacademy.com and a member of staff will contact you to discuss options in which we may be able to offer support.

Fieldwork experiences are an important part of the photography curriculum and allow students to experience the subject beyond the classroom in a way that we cannot recreate within the academy; as such, we require all students to attend. Due to the nature of the day students will not need to be in full school uniform. However, clothing and footwear worn should be smart, comfortable, and appropriate for the visit. Students must also bring a fully charged camera or mobile phone with enough storage space for at least 300 photographs. As the location has a limited range of facilities, students could either bring a packed lunch or money to purchase lunch. If the student is in receipt of Free School Meals, a packed lunch will be provided.

Students will be supervised by members of academy staff during the visit and there will be a trained first aider present as part of this supervision. If there are occasions on this visit where students are casually supervised, they will be briefed ahead of the visit with the meeting points, times, and details on how to contact a member of academy staff in the event of an emergency.

Please provide consent and medical information by accessing the form here: <https://forms.office.com/e/beYWasEmhp>.

Yours sincerely

Mr G Singh
Subject Leader of Art & Photography

