



# The Eliot Bank and Gordonbrock Schools Federation



Executive Headteacher: Ms Maria Gilmore

Eliot Bank School  
Thorpewood Avenue  
London SE26 4BU  
Tel: 020 8699 0586  
info@eliotbank.lewisham.sch.uk  
Head of School: Ms Maria Gilmore  
28 June 2022

Gordonbrock School  
Amyruth Road  
London SE4 1HQ  
Tel: 020 8690 0704  
admin@gordonbrock.lewisham.sch.uk  
Head of School: Mrs Jane Wright

Dear Parents/Carers of Year 3/4 Choir

## Re. Lewisham Music's Songfest – Friday 15 July 2022

This term, our Year 3/4 choir will take part in Songfest – a Lewisham Music event celebrating young voices across the borough coming together as a mass ensemble choir.

The event for Eliot Bank will take place **at Forest Hill School from 5-6pm on Friday 15 July.**

On the day of the event, participating children from our Year 3/4 choir will leave Eliot Bank at approximately 2.30pm for a pre-concert rehearsal. The choir children will be accompanied to Forest Hill School by members of Eliot Bank Staff.

Please provide your child with an additional snack, in a separate container/bag, for later in the afternoon. Please ensure no nuts or products containing nuts, fizzy drinks or sweets are included.

Parents are invited to Forest Hill School to watch the Year 3/4 choir perform at Songfest. This is not a ticketed event, so parents can turn up on the day for a 5pm performance start time. We would advise that you arrive in good time to secure a seat, though.

Your child will need to be collected from Forest Hill School at 6pm.

Lewisham Music has their own policy on the use of photos, video and audio footage. Please read this information carefully:

*'Lewisham Music prides itself on the work it does with children and young people. We may document our work through photography, video and audio recordings at our concerts and events. So that we can continue to showcase and promote our work with the compliance of our users and stakeholders, we have taken guidance under the General Data Protection Regulations (May 2018). Photos and recordings may be used on our website, on our social media forums or in printed format, such as leaflets and posters. We understand in some cases parents may have advised schools that their children should not be included in photographs and recording. We will ask schools for information about parental permission and ensure any children without permission are not included in images or recordings we may take where necessary. We welcome you to contact us if you have any concerns about these*



matters. You can contact Lewisham Music's Data Protection Officer on 07462 269 700.'

Please return the slip below by Wednesday 6 July to indicate whether your child will take part in Songfest.

We are really looking forward to this year's event.

Yours sincerely,

Andrea Osmond  
Deputy Headteacher for Curriculum

Joe Prescott  
Specialist Music Teacher

✂

**YEAR 3/4 CHOIR: SONGFEST @ FOREST HILL SCHOOL  
FRIDAY 15 JULY 2022**

Name of child: \_\_\_\_\_ Class: \_\_\_\_\_

**Please tick:**

- My child, as part of the Year 3/4 choir, will take part in the Songfest event at Forest Hill School on Friday 15 July. I understand that this includes a rehearsal, with the choir leaving school at approximately 2.30pm, and a performance time of 5-6pm.
- After the performance, at 6pm, I will arrange for a known adult (named below) to collect my child from Forest Hill School.
- By participating in the event, I understand my child may be photographed, and/or filmed, and/or audio-recorded for use Lewisham Music as outlined above. If this box is left unticked, your preference will be passed on to Lewisham Music on the day of the event and they will not include your child in images or recordings they take.

Known adult to collect my child at 6pm: \_\_\_\_\_

Relation to my child: \_\_\_\_\_

Telephone number for known adult: \_\_\_\_\_

Name of parent: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone number for parent: \_\_\_\_\_

**Please return this form no later than Wednesday 6 July.**

