

1st April 2019

Dear Parent/Carer

Leavers' Service at Rochester Cathedral

The school's annual Leavers' Service will take place on Wednesday 8th May, starting at 1.30 p.m. at Rochester Cathedral. This is a service prepared by our Head Girls and members of Year 13 to celebrate their time at Fort Pitt and I hope that every member of the school community will join the celebration of our senior students' time with us. It is also an opportunity to say a formal goodbye to students who might be leaving the school at the end of this academic year.

The service is attended by the entire school and the parents of Year 13 leavers. Members of the main school will walk to the Cathedral, accompanied by staff, and should be seated by 1.20 p.m., ready for a 1.30 p.m. start.

During the normal school day we act 'in loco parentis'. It is important, therefore, that we have parental permission to dismiss students from the Cathedral earlier than our normal 3.00 p.m. finish. Please return the signed permission slip via your daughter/son showing that you have seen this letter and indicating your wishes regarding dismissal on the day.

Please note that the 'Extended Learning Zone' will not operate on 8th May so students who need to wait in school after 3.00 p.m. should do so in the library.

I am sure that every student wearing Fort Pitt Grammar School's uniform will look smart and behave in a manner which is a credit to the school and her/his parents or carers. Students should ensure that books, revision resources and personal belongings are taken home prior to the day of the Leavers' Service as no bags are allowed in the Cathedral.

Please return the reply slip to your daughter's/son's Form Tutor by Friday 3rd May at the latest.

Yours faithfully



Miss N Archer
Headteacher

Fort Pitt Grammar School is committed to safeguarding and expects all members of the school community and applicants to share this commitment.



FPTA Academies

Headteacher: Nicky Archer, BA (Hons), NPQH

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Please return to: Form Tutor, Fort Pitt Grammar School

Student's Name Tutor Group
Please print

please tick appropriate box

I give permission for my daughter/son to be dismissed from Rochester Cathedral on 8th May.

I wish my daughter/son to walk back to school after the Leavers' Service, supervised by staff.

Should the necessity arise, I agree to the person in charge of the party giving consent on my behalf for an anaesthetic to be administered, or for any other urgent medical treatment to be given. **PLEASE ADVISE IF THERE ARE ANY EXCEPTIONS.**

Please also provide any other relevant medical information.

Signed Date
Parent/Carer