**We need to see clear evidence that this letter is from your school.**

**So please add either:**

* **School stamp**
* **Or – copy this letter onto school letterhead**

**To:**

Name

Department

Arts organisation

**Re:** event title and date

Dear Name,

As Head Teacher of a maintained school, I recognise the absence for students involved in the INSERT project name as off-site education school activity (B code in the Register).

Project rehearsals and performance are as follows:

* Date: rehearsal 1
* Date: rehearsal 2
* Date: final rehearsal and concert performance.

There are a total of \_\_\_ pupils in Year 5, and \_\_\_ pupils in Year 6. [Please amend]

I confirm the names of the supervising adults, covering a minimum ratio of 1-12 pupils below:

1.

2.

[Please amend]

I look forward to an enjoyable educational experience.

Yours sincerely,

Head teacher signature

PRINT name:

Date: