

20th November 2017

Dear Parent or Guardian,



**The Queen Elizabeth
Academy**

“We Can and We Will”



FIRST WORLD WAR CENTENARY BATTLEFIELD TOURS PROGRAMME

All year 10 students are being offered the exciting opportunity to participate in a writing competition. Students can enter individually or as a pair. The prize is a place on a residential visit to France and Belgium in February 2018.

The winners will represent TQEA on the First World War Centenary Battlefield Tours Programme. This is a national programme funded by the Government to commemorate the First World War. Two students and one teacher representative from every state funded secondary school in England are being given the opportunity to take part.

Below you will find some information about the Programme and what is involved. If you are happy for your child to apply for the chance to be one of the representatives from our school, please sign their application form.

UCL Institute of Education and school tour specialists Equity are working together to deliver tours which are designed to:

- enable students to develop a deeper understanding of the significance of the First World War
- enable students to develop a personal connection to the First World War through interacting with the battlefield sites, participating in remembrance ceremonies, recording, reflecting and sharing their own experiences
- equip students with the skills to create an enduring legacy by developing and disseminating outstanding practice, empowering teachers to deliver more effective lessons and future battlefield tours, supporting schools in establishing commemorative projects
- bring different organisations together, extend local, regional, national and global networks and reach into communities.

The tours are coach tours and begin with students and teachers being picked up from pre-arranged meeting points which are usually service stations or coach and rail stations. Your child will travel by executive coach with students from up to 14 other schools from your region to the battlefields of the Ypres Salient (Belgium) and the Somme (France). Your child will be away for 3 nights/4 days on a tour commencing on Friday 2nd February. The tour travels overseas from Folkestone to Calais on the Eurotunnel so it is imperative that your child has the following documents when travelling:

- A full passport which is valid for the duration of the stay
- Supporting documents if travelling on a non-EU passport
- An EHIC card – for more details please visit

<http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx>

Information is available on the website along with answers to some frequently asked questions.
<http://www.centenarybattlefieldtours.org/battlefield-tours/battlefield-tours-landing-page/>

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The terms and conditions for your child's involvement are set out within the last part of this letter. We suggest you read this before signing the application form so that you are aware of what you will be agreeing to should your child win. By signing the application letter you are agreeing that their personal First World War related story, schoolwork, audio or audio-visual recordings and still images featuring them, may appear on the First World War Centenary Battlefield Tours Programme and Equity websites and possibly used for publicity purposes on the radio, TV, online and/or in print.

If you agree to the terms attached, and you are happy for your child to apply, please sign their application form. Should your child win, you will be sent further information and consent forms.

If you have any questions relating to the competition or trip, please do not hesitate to contact me.

Yours Faithfully

Miss S Chapman
English Department

Battlefield Field Tours Terms and Conditions

- agree to allow the photographing and/or making video or audio recordings of my child/dependent whilst participating in activities related to the Programme;
- give permission to Equity to pass on my child's/dependents name and age along with copies of any such photographs and/or recordings to Equity's partners in the Programme and Equity's associated companies, namely the Department for Education, Department for Communities and Local Government, UCL Institute of Education, Kingswood Learning and Leisure Group Limited (company number 03476432) (**Organisations**) and permit Equity and the Organisations to use, any material in the photographs and/or recordings where the copyright or any other rights are owned by my child/dependent and waive all my child's/dependents moral rights and performers' rights (if any) in the photographs and recordings;
- confirm that Equity and the Organisations shall be entitled to use my child's/dependents name, age and the photographs and/or recordings made of my child/dependent, in their original format or edited, adapted or altered, for the purposes of Equity's and the Organisation's internal and external promotional and publicity materials, advertising materials and for any programmes, publications, websites, electronic publications and social media services worldwide;
- agree that Equity and the Organisations shall be entitled to pass the photographs and/or recordings of my child/dependent, their name and age to external press and media agencies, publishers and broadcasters, and to partners and other third parties with which Equity or the Organisations work, anywhere in the world, for the purposes set out above; and
- agree that Equity and the Organisations may store copies of the photographs and/or recordings of my child/dependent, their name and age and contact details on their respective databases and may transfer or store the same to a destination outside the European Economic Area for the purposes set out above.

Your Rights: Equity and the Organisations are each the Data Controller of the Pupil's name, the Pupil's age, your name and contact details and the photographs and/or recordings of the Pupil. Under the UK Data Protection Act 1998 you have the right to ask for a copy of the information each Data Controller holds on you and, the Pupil (until the Pupil attains the age of 18 at which time the right in respect of the Pupil's information will pass to the Pupil) for which the Data Controller may charge a fee, and the right to ask the Data Controller to correct any inaccurate information. For more details please contact us at: ww1@equity.co.uk.

