

Please ask for:

Direct Dial No:

Email:

Our Ref:

Your Ref:

Dear

### **Earth Summit 2005**

We look forward to seeing you at the Earth Summit Event. ***Barnes Coaches will collect you from your school about 9.15am on your allocated day. Transport will be provided FREE OF CHARGE.*** For further information relating to the day please see attached the following:-

- A workshop planner, which shows the running order of the workshops on your allocated day.
- A brief outline of the days event including a map of Roves Farm's Great Barn showing where the workshops will be (subject to change).
- A health and safety risk assessment.



**Prior to the event may I remind you all that children need to be badged and wearing their t-shirts ready to start working.**

**Can you identify an adult for each group of children as it will be that adults responsibility to ensure that the children get to each workshop on time.**

**Can you ensure that each teacher or someone from the school brings with them a fully charged mobile phone.**

**Can you also bring with you on your allocated day your teacher's pack, information relating to the day's event and the photograph permission form for each child.**

**POST EVENT – there will also be worksheets and work that children need to complete both at home and in the classroom. This information will be distributed in the teacher's packs at the end of the day. Everything that requires further work will be clearly labelled.**

I look forward to seeing you at the event. In the meantime should you require any further information please do not hesitate to contact me

Kind regards.

Local Agenda 21 Community Worker

**Encs - Workshop Planner**  
**- Brief Outline of day including map**  
**- Health & Safety – Risk Assessment**