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Dear Parents

NCCGB Training Choir, Spring 2008

Thank you for registering your child for the National Children's Choir Spring course at Frensham Heights School. This letter must, I'm afraid, be rather long, and is accompanied by a considerable amount of paperwork; please accept my apologies for this, but as I'm sure you will appreciate, we need quite a lot of information in order to be able to care for your child properly. The forms enclosed are:

1. Medical Questionnaire

This form is self-explanatory. It will be kept on file for the duration of your child's membership of the NCC, and will need to be updated only when you feel it appropriate. If, whilst on a particular course, your child needs temporary medication which is not covered by the Medical Questionnaire, there are forms available at registration where you can give us instructions. Please note that choir members are not allowed to keep their own medication (except asthma inhalers), and that if we do not have written instructions we are not able to dispense medication.

2. Consent and Indemnity Form

Again, this is self-explanatory and covers the whole period of choir membership.

3. Personal Information Form

Children are individuals, and may have fears or problems that they do not feel able to tell us about (for example, fear of the dark, sleepwalking); if there is any information that you can give us regarding your child which will help us to make their stay happier, please use this form to tell us about it. The information will remain confidential, and the form will only need to be renewed if you feel this is appropriate. Special dietary needs are also covered by this form; it is essential that we tell the catering staff in advance of any allergies or intolerances, so that they can stock accordingly.

4. Contact Form

This form is sent out prior to every course, so that we have current whereabouts of people to contact should we need to do so (this is not just in emergencies, so please don't assume that it is bad news if I ring!)

5. Return of forms

Please return the Medical, Consent and Personal Information forms by 1st March. If you wish you can send back the Contact Form at the same time; if more convenient, please bring it along to registration.

6. Homesickness Information and Course Rules

I enclose a copy of the NCC Course Rules and Homesickness notice for your information. Our other policies are currently under review, but will shortly be available for inspection on the website.

7. Pocket Money

There is a Tuck Shop every afternoon, where children may buy one item. Apart from this, and perhaps using a pay phone, there is no opportunity for choir members to spend money, and we therefore ask that they bring no more than £10 pocket money with them. This money should be in small change.

We now move on to information specific to our course at Frensham Heights:

8. Finding Frensham Heights School

A map showing the location of Frensham Heights is available on their website, www.frensham-heights.org.uk, or via a link from our website. If you do not have access to the internet, please let me know and I will post you a copy.

9. Course registration

A slight change from previous times given: Registration will take place **2.30 – 4.00 p.m.**, in the Ballroom of the Main Building. There will be refreshments available in the Long Gallery outside the Ballroom. At registration there will be an opportunity to meet members of the NCC staff who will be looking after your child during the course.

10. Mobile phones

All mobile phones are handed in at registration, and it is helpful if phones are clearly labelled in advance, with your child's first name and surname. 'Phone time', when the children may phone home, will be 6.40-6.55 p.m. If your child does not have a mobile phone, a payphone is available at Frensham Heights School.

11. Kit List

I enclose our kit list. There are no indoor swimming facilities at Frensham, but tennis is available. Please note that for this course it will not be necessary to bring formal concert clothes.

12. End of course recital

There will be a small informal recital on the last day of the course, Thursday 3rd April, in the Ballroom, 1.30- 2.00 p.m.

13. Second course payment

Just a reminder that the second payment for the course, £135, is due by 15th February.

I am sure that there will be many questions that you would like to ask; please do not hesitate to do so. I am available on the choir mobile, 07894 021279, or on e mail, info.nccgb@virgin.net.

Yours sincerely,

Kim Reffell
Administrator