

Principal:
W. Lautamus

Vice Principals:
G. Ackerman
J. Bertrand

Office Manager:
K. Vincent

September 23, 2015

Dear Sir or Madam.

As an extension of both the curricular program and SHSM, Grade 10 English students and Grade 11/12 SHSM students are invited on an excursion to the **"Documentary in a Day Workshop"** at TIFF (Toronto International Film Festival) Bell Lightbox, Reitman Square, 350 King Street W, Toronto (416) 599-8433. This activity is under the supervision of Ms. B. McLeod and Ms. K. Brady. This will require your son/daughter to leave school property on **Wednesday, November 18th, 2015 at 9:00 am and return at 2:00 pm.**

Transportation is by school bus. Special arrangements are as follows:

The workshop will be from 9:30 am to 1:30 pm. **Students will have an half hour for lunch. Students are expected to bring their own lunch. There will not be time to buy food or drink during the trip.**

Make your very own movie! Our students will travel to TIFF Bell Lightbox and experience the art of documentary filmmaking firsthand. In small groups, Students plan, pitch and shoot a short documentary that speaks to their own experience or an issue important to them. All films include interviews and a re-enacted scene. Teachers receive one copy of their class' film within two weeks of the workshop's completion. The cost for each Grade 10 English pupil for the excursion is \$16.00 to cover the cost of the workshop. The SHSM program in Arts and Culture will cover the cost of the bus and will pay the workshop fee for the Grade 11/12 SHSM students.

The excursion is an extension of the regular school program. Accordingly, expectations regarding student behaviour are the same as those for the regular school day. While we do not anticipate any problems, any serious breach of expected conduct on the part of a student may result in that student being sent home at the expense of the parent and further disciplinary action may be imposed.

Student information (parent contact numbers, medical information, emergency contact numbers etc.) contained on your child's school records will be taken along on the excursion and used only in the event of an emergency. Please ensure that all student information regarding address, phone numbers and medical or health concerns is up-to-date.

We are looking forward to an exciting and educationally meaningful excursion. Please indicate your acceptance of the conditions outlined above by completing and returning to the school the attached form.

Sincerely,


Jeff Bertrand
Vice-Principal


Bronwyn McLeod
SHSM Co-ordinator


Laura Holland
Head, Communications Dept.

September 23, 2015

PLEASE COMPLETE THIS FORM AND RETURN WITH PAYMENT TO THE SCHOOL BY Monday, October 26th, 2015.

I/We, parent/guardian of _____, acknowledge receipt of the letter dated September 23, 2015 from the school with respect to the upcoming student excursion to the **TIFF Bell Lightbox Doc in a Day workshop on November 18th, 2015**. I/We authorize transportation by school bus.

I/We give permission for our son/daughter to participate in the school excursion to TIFF Bell Lightbox at 450 King Street West, Toronto. I/We understand that every excursion has an element of risk and that the decision to participate is a personal, family decision. I/We understand and acknowledge that the Peel District School Board will not be held responsible for any liability or medical expenses, due to an injury sustained by the student during this field trip/excursion.

I/We grant permission to obtain medical treatment in the event of a medical emergency where attempts to make contact using information provided are not successful.

I/We understand that the Peel District School Board's Code of Conduct as well as Cawthra Park's Code of Conduct, are in effect and apply to my/our son/daughter at all times during this excursion.

I/We understand that my/our son/daughter is allowed to carry a cell phone for use in an emergency. Otherwise, the cell phone may not be used for any communication or for taking any photographs unless permission is granted by a staff supervisor. Posting photographs or images on the Internet (including social network sites) without adult permission violates the school's code of conduct.

I/We understand and acknowledge that neither the Peel District School Board nor the School will accept responsibility for any money not refunded by the excursion service provider should I/we subsequently decide not to permit my/our child to travel on the excursion.

Students will have an half hour for lunch. Students are expected to bring their own lunch. There will not be time to buy food or drink during the trip.

Please note that your son/daughter, if 12 years old or older, must also sign this form to acknowledge their acceptance of the above.

Student Name (please print): _____

Student Number (please print): _____

Please check one: Cash _____ Cheque _____ I am an SHSM student _____

Signature of Parent/Guardian

Signature of Student (if 12 years or older)

Date signed