



BISHOP CHALLONER CATHOLIC COLLEGE

May 2021

Dear Parent/Carer,

As you will no doubt be aware Bishop Challoner Catholic College has once again been invited to provide the Ball Crew for the prestigious Birmingham Classic Tennis Championship which will be held from Saturday 12th June 2021 until Sunday 20th June 2021 at the Priory Tennis Club in Edgbaston. This is an exciting opportunity for the students to experience a top class sporting event.

We are now pleased to confirm that your son/daughter has been selected to become a member of the Birmingham Classic Ball Crew team and we are writing to let you know the requirements of your son's/daughter's involvement as a member of the team and to ensure that you are in full agreement to your son/daughter being involved in the Championship. Full commitment to attending all the competition dates will be required from Saturday 12th June to Wednesday 16th June and students may be required on Thursday 17th, Friday 18th, Saturday 19th and Sunday 20th June. Competition days will run from approximately 9.00 am until 8.00 pm. The finish time on each day is highly variable and dependent on the progress of play and the weather. Students will return to school between approximately 5:00 pm and 9:00 pm each day and will contact home as soon as they know what time they will be back. Students will be transported to and from school to the Priory Tennis Club in Edgbaston in mini-buses on each day. Please note that the competition continues over two weekends and your son/daughter will certainly be required to attend on Saturday 12th June and Sunday 13th June and may be required to attend on Saturday 19th and Sunday 20th June as well.

This is undoubtedly a very demanding week for the students but we are sure it will be a highly rewarding experience for them. Every care will be taken of your child at the event and they will be accompanied by members of staff from Bishop Challoner. Students will be provided with a packed lunch each day of the tournament and food for the evening when required to stay beyond 5:00 pm. They are, however, advised to have a good breakfast each morning! As the students are in the open air for long periods, use of sun block is essential and due to allergy concerns each student is required to bring his/her own high factor sunscreen and any other medication that they may need. We would also suggest that students bring something to drink, preferably water in a plastic container.

In order to allow your son/daughter to become a member of the Ball Crew team and to confirm your commitment to their participation (including attendance at the weekend matches), we would be grateful if you would complete the consent on School Comms as soon as possible; inclusive of photo consent.

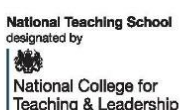
In addition to this, all students in the Ball Crew team must apply for accreditation at the Birmingham Classic in order to gain access to the site.

Principal - Dr J Coughlan

Institute Road, Kings Heath, Birmingham, B14 7EG

Tel: 0121 444 4161 • Fax: 0121 441 1552

www.bishopchalloner.org.uk • email: enquiry@bishopchalloner.bham.sch.uk



Please could the parents/carers of the Ball Crew team visit here

- <https://ltabirmingham.allow.me/accreditation21/> and complete the following steps:
- register
- follow the Covid-19 briefing
- apply for your accreditation (inclusive of an uploaded passport style photo)
- ensure that 'access for all dates' is selected

*Please note that a hotel does **not** need to be booked. The application is to be completed by **Wednesday 2nd June**.

If there are any issues with this, please contact – e.shirley@bishopchalloner.bham.sch.uk or alternatively 01214444161 extension 2256. Strict zones will be in place at Edgbaston Priory Club and every attendee has been allocated a TIER level. The Ball Crew team been allocated to TIER 2.

We have also highlighted the school lockdown procedures for off-site activities and school trips below.

Please do not hesitate to contact us should you require any further information.

Yours faithfully,

E Shirley

N Moon

Birmingham Classic Ball Crew Co-ordinators

Bishop Challoner Trip Emergency Lockdown Procedures

Advice to parents/guardians

- During an emergency, all communication must be made through school. The number to call is 0121 444 4161
After Hours: Mr O'Connor 07879880852 / Dr Coughlan 07952886194
- **Do NOT phone** your child as trip staff may need to speak to them to give instructions.
- **Do NOT phone** or message them as a ringing/vibrating phone can attract attention.
- As soon as it is safe to do so, you will be contacted to reassure you that they are safe and well.
- As part of our lockdown procedure we will be collecting mobile numbers for all students in addition to parental/guardian numbers

Instructions to pupils

Before the trip:

- Enter the school Emergency number into your mobile 07879880852 / 07952886194 in case of an emergency (These can be deleted after the trip)
- Read the instructions carefully and remember Run, Hide, Tell

In an emergency:

RUN

- Run to a place of safety
- Consider the safest options
- Can you get there without exposing yourself to greater danger?
 - ✓ **Yes** – move quickly
 - X No** – If there is nowhere to go then hide

HIDE

- If you cannot RUN, HIDE. It is better to hide than to confront
- Find somewhere safe to hide. Inside a building if possible
- Barricade yourself in if you can
- Be quiet, remember to silence your phone and turn off vibrate.

TELL

- Then finally and only when it is safe to do so... TELL
- Contact the emergency number in your phone with your location and who is with you
- Wait for further instructions from school / emergency services
- No phone? Wait until it is safe then return to the meeting point