



Dear Parents/Guardians,

Thank you for expressing an interest in our online virtual LAMDA classes.

Sessions will be run digitally on Zoom.

Zoom is a computer and phone conference app which allows multiple people to join in an online chat room where we will all be able to see and talk to each other.

<https://zoom.us/>

This will be an invite-only private LAMDA lesson, all core staff will be in the chat with the young people and it will be terminated at the end of the session. The lessons will not be uploaded onto the internet and will not be able to be accessed by anyone not invited. No other personal information will be needed other than their first name.

Please note that by signing up to Zoom you will be agreeing to the Zoom's terms and conditions. Please read them before agreeing.

We will only be hosting a Zoom lesson during your child's arranged LAMDA time slot and will let you know if we add other times or sessions.

Safeguarding and Permissions

Due to the digital nature of these lessons we will require written permission from parents/guardians for your child to take part in the Zoom sessions.

For your reference I have attached our safeguarding guidelines and the code of conduct for our young people.

Please copy and paste the below, fill out the blanks accordingly and email it back to us.

If you have any questions or want to contact me about any restrictions please email or call me on my contact details below.

Thank you,

Will McGinley

enquiries@weproductions.co.uk

I **Parent/Guardian name** agree to **Child's name**:

Taking part in the virtual LAMDA Zoom classes detailed above. YES/NO

Worlds End Productions London keeping a record of this form for health and safety reasons
YES /NO

The photographs/media recordings will be used for publication online on Worlds End Productions London official channels and for marketing publicity. *Note: if consent is not given, Worlds End Productions London will not use any images taken during the activity that contain the child/young person.* YES/NO

I understand that my child needs to follow the code of conduct and any safety rules so that Worlds End Productions London can keep them and other children safe. YES/NO

Sign _____

Name _____

Date _____