



Wandsworth Music

Burntwood School
Burntwood Lane
London
SW17 0AQ

Email: info@wandsworthmusic.co.uk

Web: www.wandsworthmusic.co.uk

Dear Headteacher / Principal,

My name is John Kilshaw and I am the Ensembles and Events Administrator for Wandsworth Music.

On the 31 March 2025, over 1,600 children from various Wandsworth Schools and the Wandsworth Music Academy will come together to perform at the Royal Albert Hall as part of the Brighter Sounds Concert. This concert will be the culmination of many months of hard work by the young musicians.

The chance to perform at this internationally acclaimed venue is a once in a lifetime opportunity for these young children and a wonderful opportunity for them to meet and perform with other children in the borough.

This concert is of an educational nature, organised by Wandsworth Music, an educational body, and the performance is regulated by a Body of Persons Approval.

We are requesting your permission for **(insert pupils name)** to be absent from school on **insert date** from **insert time** in order to be able to participate in the rehearsal and performance.

If permission is approved, we would kindly request that attendance code C1 is used in the register (Leave of absence for the purpose of participating in a regulated performance)

I do hope that you will consider this an excellent opportunity for your pupil. We know that the memories of performing at this concert will stay with them for many years to come.

I would be grateful if you could confirm that your pupil can attend this event and that code C1 will be used.

If you would like any further information please contact me by email jkilshaw@wandsworthmusic.co.uk or on 07966 426 345.

Thank you in advance for supporting this opportunity for your pupil.

With best wishes,

John Kilshaw

Wandsworth Music

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