[DATE]

Dear [TEACHER'S NAME],

I am writing to you in relation to your class's visit to Draíocht next week to participate in [TITLE OF WORKSHOP].

The class visit is scheduled to take place on [DATE/TIME].

We will begin with a facilitated visit to the exhibition with the artist [NAME] and afterwards a workshop based around the class's exploration and response to the exhibition, where students will get the opportunity to [use a mini printing press].

Please take note of the following in advance of your visit:

- As there are a number of scheduled events taking place in Draíocht that day, workshops must begin and end on time.
- In keeping with Draíocht's Child Welfare Policy, the class teacher must remain with the group at all times.
- If there are any special needs, circumstances or sensitivities within the group of which you feel the facilitator should be aware, please let me know in advance. This information will remain in confidence.
- The students will all get the opportunity to use a mini etching press from the Graphic Studio Dublin with the help of artists from the studio. All materials will be provided. We will not be working with typical printing materials (acid etc) for obvious health and safety reasons. However, we will use ink that will not wash off.
- With this in mind each child should bring an oversize tee shirt or similar, should they wish to protect their clothes from paint.
- Photography is not permitted in the gallery due to copyright restrictions on the exhibition. However, Draíocht, with the school's permission, may take a small number of photographs for documentation/archive purposes.
- Please complete the attached form, and return by fax [NUMBER] or post to Draíocht.

We look forward to welcoming you to Draíocht soon. Kind regards,

[NAME]
Children's/Youth Co-ordinator
[CONTACT DETAILS]

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