

September 2024

Dear [insert Head Teacher’s name here]

[My/Our – delete as appropriate] [daughter/son/grandchild/insert appropriate description], [insert young person’s name], who is in year [insert school year] is attending the Methodist Church’s children and youth assembly, 3Generate, from the evening of Friday 4 October until the afternoon of Sunday 6 October 2023 at the NEC in Birmingham.

The programme for 3Generate begins at 7pm on Friday evening, and many groups will need to assemble and begin their journey before the end of the school day in order to arrive in Birmingham at a reasonable time. We are therefore writing to you to seek permission for [insert young person’s name] to leave school early on Friday 4 October. Our reason for making this request is to enable [us/the group – delete/change as appropriate] to leave before [3pm/4pm – delete/change as appropriate] from [insert meeting point or station name] because the journey time takes approximately [insert journey time] and we need to leave by [insert departure time] to enable arrival during the evening.

We understand that [insert young person’s name] will miss [one lesson / two lessons – delete/change as appropriate] and assure you that they will make every effort to catch up with missed work and that we will also do everything we can to help at home so they do not fall behind, including with weekend homework.

3Generate is an action-packed and inspiring weekend for children and young people of the Methodist Church in Britain. It welcomes 8-23 year-olds from all over the country and aims to engage body, mind and spirit in a programme planned and put together by children and young people themselves (supported by their youth workers and group leaders).

3Generate is all about participation – in activities, workshops, crafts, discussion, debate, music, team-building and worship. Woven throughout the weekend is the opportunity for children and young people to have their voice heard and their ideas fed back to the national Methodist Church. The weekend is an opportunity for young people to explore their faith in a personal, church and worldwide context – including considering what they may feel called to do personally and take action on, in response to the different topics discussed.

3Generate supports the development of aspects of children and young people’s broader education, including physical wellbeing, problem-solving, creative, reflective and critical thinking, empathy, personal responsibility, citizenship and democracy. The event encourages positivity and self-belief. More information about 3Generate is on the website [www.3Generate.org.uk](http://www.3Generate.org.uk)

With thanks for your time and consideration of our request.

Yours sincerely

[signature]

[Name or names of parent(s) or guardian(s)]