

## Sakina Bharmal

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**From:** Ashan Venn  
**Sent:** 28 November 2025 13:28  
**To:** Sakina Bharmal  
**Subject:** RE: "External" Re: Freshwater Theatre Company – Victorian Schooldays - Enfield Heights, EN3 5BY

JP has approved it – so ok to pay

Thank you

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**From:** Sakina Bharmal <SBharmal@northstartrust.org.uk>  
**Sent:** 28 November 2025 09:39  
**To:** Ashan Venn <AVenn@northstartrust.org.uk>  
**Subject:** FW: "External" Re: Freshwater Theatre Company – Victorian Schooldays - Enfield Heights, EN3 5BY

Regards  
**Sakina Bharmal**  
School Support Manager



**Enfield Heights Academy** | 1-3 Pitfield Way | Enfield | Middlesex EN3 5BY  
Tel 020 8805 9811 | Email [heights@northstartrust.org.uk](mailto:heights@northstartrust.org.uk) | [www.enfieldheightsacademy.org.uk](http://www.enfieldheightsacademy.org.uk)



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**From:** Megan Cooper <[mCooper@northstartrust.org.uk](mailto:mCooper@northstartrust.org.uk)>  
**Sent:** 27 November 2025 16:29  
**To:** Sakina Bharmal <[SBharmal@northstartrust.org.uk](mailto:SBharmal@northstartrust.org.uk)>  
**Subject:** Fw: "External" Re: Freshwater Theatre Company – Victorian Schooldays - Enfield Heights, EN3 5BY

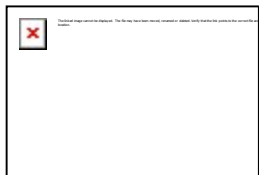
Hi Sakina,

Please see information in email below regarding raising a PO for a workshop in January  
Please can this be done and let me know when it's done so I can let them know

Thanks,  
Megan

**Megan Cooper**  
Class teacher  
RE & PSHE Lead

Designated Mental Health and Wellbeing Lead  
Community Link Teacher



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**From:** FTC Info <[info@freshwatertheatre.co.uk](mailto:info@freshwatertheatre.co.uk)>

**Sent:** Thursday, November 27, 2025 4:13:02 PM

**To:** Megan Cooper <[mCooper@northstartrust.org.uk](mailto:mCooper@northstartrust.org.uk)>

**Cc:** finance <[finance@northstartrust.org.uk](mailto:finance@northstartrust.org.uk)>

**Subject:** "External" Re: Freshwater Theatre Company – Victorian Schooldays - Enfield Heights, EN3 5BY

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Megan

Thank you for taking the time to answer our questions.

I will send you a booking email shortly – please just check that through to make sure everything is correct and then [reply to that email](#) to confirm the booking.

Please note that your school trust has informed us that we need to quote a Purchase Order number on our invoice, or the invoice will not be processed. Please contact your finance team to raise a Purchase Order and we will add it as a reference on the invoice.

We look forward to visiting you!

Best wishes,

**Dewi** (he/him)

Finance & Admin Officer

– Bookings Team

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**From:** Megan Cooper <[mCooper@northstartrust.org.uk](mailto:mCooper@northstartrust.org.uk)>

**Date:** Thursday, 27 November 2025 at 13:15

**To:** FTC Info <[info@freshwatertheatre.co.uk](mailto:info@freshwatertheatre.co.uk)>

**Subject:** RE: "External" Re: "External" Re: Freshwater Theatre Company – Victorian Schooldays - Enfield Heights, EN3 5BY

Hi Dewi,

Great

1. Would 10:00 work for you as a start time? **Yes**
2. Where in the topic will the children be? Beginning/Middle/End- **in the middle**
3. Do any of the children have additional needs we need to be aware of? Also, please let us know if you have any vulnerable children or staff in your school community and whether we need to make the facilitator aware. **One DLD, multiple EAL, two ADHD, three dyslexia**
4. These sessions take place in a classroom. Please set the desks up in Victorian style (i.e. facing forward) and provide a register for each class divided into boys and girls (if this presents any problems, please let us know). - **noted**
5. Is the space we will be using on the ground floor? If not, is there lift access?- **on ground floor**
6. If you need us to quote a reference or PO number on your invoice, please ensure you or your finance team have provided us with this in advance.
7. Would you like to receive our newsletter in future (by email each month)? **-Yes**

Thanks Dewi, looking forward to the workshop

Kind regards,

**Megan Cooper**

Class teacher  
RE & PSHE Lead  
Mental Health & Wellbeing Lead  
Community Link Teacher

Enfield  
Heights  
ACADEMY

**Enfield Heights Academy** | 1-3 Pitfield Way | Enfield | Middlesex EN3 5BY



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**From:** FTC Info <[info@freshwatertheatre.co.uk](mailto:info@freshwatertheatre.co.uk)>

**Sent:** 27 November 2025 11:40

**To:** Megan Cooper <[mCooper@northstartrust.org.uk](mailto:mCooper@northstartrust.org.uk)>

**Subject:** "External" Re: "External" Re: Freshwater Theatre Company – Victorian Schooldays - Enfield Heights, EN3 5BY

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Megan

Thank you for your e-mail. Our facilitator has the date in her diary and we can now move ahead with your booking for 1x *Victorian Schooldays* on **Friday 30th January**.

Before we ask you formally to confirm the booking, there are just a few more details I need to collect if that's OK. Please could you let us know:

1. Would 10:00 work for you as a start time?
2. Where in the topic will the children be? Beginning/Middle/End
3. Do any of the children have additional needs we need to be aware of? Also, please let us know if you have any vulnerable children or staff in your school community and whether we need to make the facilitator aware.
4. These sessions take place in a classroom. Please set the desks up in Victorian style (i.e. facing forward) and provide a register for each class divided into boys and girls (if this presents any problems, please let us know).
5. Is the space we will be using on the ground floor? If not, is there lift access?
6. If you need us to quote a reference or PO number on your invoice, please ensure you or your finance team have provided us with this in advance.
7. Would you like to receive our newsletter in future (by email each month)?

We look forward to hearing from you.

Best wishes,

**Dewi** (he/him)

Finance & Admin Officer

– Bookings Team

Plan your [Autumn Term with us here!](#)

## Freshwater Theatre Company



St. Margaret's House, 21 Old Ford Road, Bethnal Green, London E2 9PL  
t: 020 8983 3601

[www.freshwatertheatre.co.uk](http://www.freshwatertheatre.co.uk)



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**From:** Megan Cooper <[mCooper@northstartrust.org.uk](mailto:mCooper@northstartrust.org.uk)>

**Date:** Wednesday, 26 November 2025 at 09:43

**To:** FTC Info <[info@freshwatertheatre.co.uk](mailto:info@freshwatertheatre.co.uk)>

**Subject:** RE: "External" Re: Freshwater Theatre Company – Victorian Schooldays - Enfield Heights, EN3 5BY

Hi Dewi,

Any update on this? Have you been able to source a facilitator?

We need to let our families know at least 8 weeks before an event so they can pay following school policy.

Please let me know

Many thanks,

### Megan Cooper

Class teacher  
RE & PSHE Lead  
Mental Health & Wellbeing Lead  
Community Link Teacher

Enfield  
Heights  
ACADEMY

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**From:** FTC Info <[info@freshwatertheatre.co.uk](mailto:info@freshwatertheatre.co.uk)>

**Sent:** 02 July 2025 15:17

**To:** Megan Cooper <[mCooper@northstartrust.org.uk](mailto:mCooper@northstartrust.org.uk)>

**Subject:** "External" Re: Freshwater Theatre Company – Victorian Schooldays - Enfield Heights, EN3 5BY

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Dear Megan

Many thanks for your e-mail. We would be delighted to bring our *Victorian Schooldays* workshop to your Y2 children.

I have pencilled you in for your preferred date of **Friday 30<sup>th</sup> January**. This will be a provisional booking for now as we do not have our facilitators' availability for spring. We will hold this date for you in the diary and follow up nearer the time once we have our facilitators' confirmed availability.

In terms of pricing, one session costs **£148 + VAT**.

I have also attached a short factsheet with some more details about the workshop (including length, number of children, suitable space) so that you have all the information readily to hand. If you need any further information or have any questions, then please do not hesitate to let us know.

We look forward to hearing from you.

Best wishes,

**Dewi** (he/him)

Finance & Admin Officer

– [Bookings Team](#)

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**Freshwater Theatre Company**



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**Welcome to the Story Garden...**



Delve into this year's Summer Reading Challenge  
with our enchanting drama workshop



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**From:** Freshwater Theatre Company <[enquiry@freshwatertheatre.co.uk](mailto:enquiry@freshwatertheatre.co.uk)>

**Date:** Tuesday, 1 July 2025 at 09:39

**To:** FTC Enquiry <[enquiry@freshwatertheatre.co.uk](mailto:enquiry@freshwatertheatre.co.uk)>

**Subject:** Freshwater Theatre Company – New Enquiry - Enfield Heights, EN3 5BY - Victorian Schooldays

Message Body:

Post Code: EN3 5BY

School Name: Enfield Heights

Contact Name: Megan Cooper

Contact Email: [mcooper@northstartrust.org.uk](mailto:mcooper@northstartrust.org.uk)

Session Name: Victorian Schooldays

Year Group(s): Year 2

No. Of Classes: 1

Total No. Of children in the Year Group(s): 30

Preferred Dates: 30th Jan 2026

Anything else:

What prompted you to get in touch with us today? Word of mouth

Other:

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This e-mail was sent from a contact form on Freshwater Theatre Company (<https://freshwatertheatre.co.uk>)