



Penistone Grammar School

Never Stop Flying

Principal: Mr P Crook (B.Ed Hons)

Huddersfield Road, Penistone, Sheffield, S36 7BX

www.penistone-gs.uk

enquiries@penistone-gs.uk

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Achieving Excellence through a Values Driven Education

Ref: EWI/CWA

Date: 2 October 2025

Dear Parents/ Carers of [STUDENT'S NAME],

We are pleased to inform you that our Year 12 and 13 WJEC Criminology students have been invited to attend a day trip to **Sheffield Combined Courts** on **Tuesday, 4th November 2025**.

About the visit:

This visit offers a valuable opportunity for students to gain insight into the workings of the criminal justice system and to observe real-life court proceedings. The day will begin with a **30-minute talk from a court clerk**, followed by a **30-minute session with a judge**, providing students with a unique chance to hear directly from professionals within the legal system. After the scheduled talks, students will be free to enter any courtrooms that are sitting on the day.

Travel:

Students will meet at Sheffield Train Station at 8:30am sharp. There is a train that departs from **Penistone at 07:43am** which would get students to Sheffield in time. Staff will be waiting to walk with students to the courts in time for a **9:00am arrival** and a **9:30am start**. On return, it will be expected that students make their own way home. Trains returning towards Penistone run approximately every hour.

Food:

Students should either bring their lunch or money for lunch.

A message from Sheffield Combined Courts:

We kindly ask that you speak with [STUDENT'S NAME] about **courtroom etiquette and expected behaviour**. This request is not a reflection on our students, but rather a necessary step to ensure all visitors are aware of the standards expected in a professional legal setting.

Please note the following guidelines:

- Those who are able should rise when the Judge enters and leaves the courtroom.
- No food or drink is permitted in the public gallery.
- Phones and laptops must not be used in the public gallery.
- Talking is not allowed in the public gallery.
- Hats must be removed in the public gallery.



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- These are real cases and may involve sensitive material. Students should use discretion and judgement when choosing which courtrooms to enter.
- Students must not approach the clerk while the judge is on the bench.
- Students must not enter the well of the court (past the Usher's desk) without permission.
- Students must not speak to defendants or jurors about the cases.

Additionally, please be aware of the **prohibited items** at the court. These include:

- Blades (e.g. scissors, penknives, razors)
- Sharp items (e.g. knitting needles, darts)
- Glass bottles
- Metal cutlery
- Syringes (unless prescribed)
- Toy guns or imitation weapons
- Tools (e.g. screwdrivers, hammers, nails)
- Ropes and chains
- Alcohol
- Non-drink liquids (e.g. oils, perfumes, lighter refills, cleaning products)
- Full-length umbrellas
- Crash helmets

All visitors will be required to undergo **airport-style security screening**, including the emptying of bags and pockets. Prohibited items will be confiscated and held until the end of the day. To avoid delays or issues, please ensure your child does not bring any of the items listed above.

For further information, please visit: [Going through security at a court or tribunal building - GOV.UK](http://www.gov.uk)

Consent:

On giving consent, you are agreeing to [STUDENT'S NAME] taking part in the above activity including getting themselves to and from the venue and have read the information provided. You are also agreeing to [STUDENT'S NAME] receiving any emergency medical treatment that may be deemed necessary. If there are any exceptions to this, please provide us with the necessary information in writing.

Please complete the attached Microsoft Form to offer your consent:

<https://forms.office.com/e/GWPWchMXdf>

If you have any further questions about this trip, please contact ewike@penistone-gs.uk



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Kind regards,

Wike, E

Second in Department – Social Sciences