

Westminster City Council

westminster.gov.uk



City of Westminster

engagement@westminster.gov.uk

October/November 2025

Dear Parent/Guardian,

I am writing in relation to your child's participation in the **Amberley Youth Hub focus group process as part of the Westminster co-design engagement**, which will comprise of workshops on the following days:

- **8-12yr olds:** 4:30 – 5:40pm Wednesday 19th November 2025
- **8-12yr olds:** 4:30 – 5:40pm Wednesday 26th November 2025
- **8-12yr olds:** 4:30 – 5:40pm Wednesday 3rd December 2025

- **13yr olds +:** 6:00 – 7:30pm Wednesday 19th November 2025
- **13yr olds +:** 6:00 – 7:30pm Wednesday 26th November 2025
- **13yr olds +:** 6:00 – 7:30pm Wednesday 3rd December 2025

The sessions will be held at **Amberley Youth Hub, 11 Clearwell Drive, W9 2JZ**. Participants are asked to arrive 10 to 15 minutes before the start time for each session. The sessions will include a hot meal, so please list dietary requirements below. They will also be compensated with vouchers for their time. Participants will receive emails/ text messages about the sessions and requests to respond.

To confirm that you/ your child is happy for your child to participate, I would be grateful if you could complete, sign and return this form to: engagement@westminster.gov.uk as soon as possible. You can add a digital / typed signature or send a scanned copy of the signed form to the email address.

If you have any questions, please feel free to contact us on 07779 567 506

Many thanks,

Hannah Witcomb

Youth Advocate

Housing & Commercial Partnerships, Westminster City Council

Mobile: 07779 567 506/ Email : hwitcomb@westminster.gov.uk

I confirm that my child is permitted to participate in the Amberley focus group process, which will comprise of workshops from:

- 8-12yr olds: 4:30 – 5:40pm Wednesday 19th November 2025
- 8-12yr olds: 4:30 – 5:40pm Wednesday 26th November 2025
- 8-12yr olds: 4:30 – 5:40pm Wednesday 3rd December 2025

- 13yr olds +: 6:00 – 7:30pm Wednesday 19th November 2025
- 13yr olds +: 6:00 – 7:30pm Wednesday 26th November 2025
- 13yr olds +: 6:00 – 7:30pm Wednesday 3rd December 2025

Name of child		Date of birth Age Group (8-12 or 13+)			
Name of parent/guardian		Parent phone no. 1 Parent phone no. 2			
Address		Parent email			
Alternative emergency contact		Alternative emergency contact phone number			
Medical, or health requirements					
Dietary Requirements					
Disability or accessibility requirements					
Confirmation of permissions	Communications: 8-12yrs	Yes, I am happy for my child to receive emails	<input type="checkbox"/>	No, I am not happy for my child to receive emails	<input type="checkbox"/>
	Communications: Parent /Carer of 13-17-year-old	Yes, I am happy for my child to receive email/ phone messages regarding the focus groups.	<input type="checkbox"/>	No, I am not happy for my child to receive emails/phone messages	<input type="checkbox"/>
	13-17-year-old young person	Yes, I am happy for my child to receive email/ phone messages regarding the focus groups.	<input type="checkbox"/>	No, I am not happy for my child to receive emails/phone messages	<input type="checkbox"/>
	Communications: 18yrs +	Yes, I am happy to receive email/ phone messages regarding the focus groups.	<input type="checkbox"/>	No, I am not happy to receive emails/phone messages	<input type="checkbox"/>
	Collection	My child will be collected by _____. The collection password is _____.	<input type="checkbox"/>	My child has permission to make their own way home alone after each session. I understand this will be around 8 pm for 13+ and 6 pm for 8-12-year-olds.	<input type="checkbox"/>
Parent name Date	Parent signature				