

SRC/srh
4 December 2017

Dear Parent(s) / Carer(s)

**Trip No: 4069 - Optional Trip During Term Time on Friday 15th December 2017
Years 12 and 13 Ice Skating Trip at Van Hagues Garden Centre**

We are writing regarding a trip that we are organising for the Year 12 and 13 students to celebrate the end of term. The first term is extremely long and stressful and we feel the students deserve the opportunity to unwind and have fun as we move towards Christmas. As such we would like to invite your son/daughter to participate in an ice skating trip at Van Hagues Garden centre in Ware on Friday, 15th December 2017.

The cost of this trip will be £9.50, which includes transport to Van Hagues and the entrance fee. Please note that there will be no return transport, and thus students will have to make their own way home from Van Hagues. Students are not be expected to wear uniform but must dress appropriately. We will leave school at 13:00, and will be on the ice from 14:00 to 15:00, after which the students will be free to leave.

We expect continued excellence of behaviour and effort up to and including this day. However, if students fail to abide by the school rules we reserve the right to take away the privilege of going on this trip. The school has an excellent reputation on school trips and wish to uphold this tradition with Year 12 and 13.

If you would like your son/daughter to go on this optional trip you are invited to make a voluntary contribution of £9.50 which will cover the cost of this visit **by Friday 8th December 2017**. We must inform you that as the school could not bear the cost of the visit, the visit will not take place unless parents who are able to pay are willing to contribute. If you are unable to contribute, you are invited to contact the Assistant Head: Director of Finance & Resources.

Please complete the [consent and payment form](#) available to download from the school's website or return the slip attached to this letter indicating your preferred method of payment. Please note that all trips will be allocated on a first-come, first-serve basis, places will not be confirmed until your payment is received, and therefore we recommend that you respond as soon as possible. All cancellations must be provided in writing to the Finance Office. You will be liable for all costs incurred by the school up to the point of cancellation.

Please be aware that the school reserve the right to refuse a place on this trip for any pupil whose attendance falls below the acceptable level and/or their behaviour has been a cause for concern. In line with our School Trips Policy, if there is a need to contact your child while they are out of school, please phone Mrs Sally Pringle on 07938 225451 or Mr Oliver Price on 07925019743.

Yours faithfully

Mr S Cove
Associate Headteacher,
Director of Post 16 Education

Mrs G Knights
Assistant Head: Director of Finance & Resources

Encl.

Reply Slip

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If you wish to complete this reply slip electronically, then please complete the [consent and payment form](#) available to download from the school's website

Student's Name: _____

Form: _____ Date of Birth: _____

Does your child suffer from any medical conditions? Yes No

Will this medical condition affect them taking part in the activities? Yes No

If yes, please give details including treatment that they currently receive for this/these medical conditions: _____

Enter any known allergies to drugs, medicines or food and/or special dietary requirements:

Has your child been immunised against tetanus? Yes No

Please provide us with two emergency contact numbers:

Number: _____ Relationship to Student: _____

Number: _____ Relationship to Student: _____

For overseas visits only, please confirm that you have included:

Copy of Passport included Yes No

Copy EHIC included Yes No

Declaration

I agree to my child taking part in the above mentioned visit and to their participation in the activities to be undertaken during the day. I support the need for obedience and responsible behaviour on their part.

To the best of my knowledge, my child is not suffering from any medical condition that makes them unfit to participate in this visit. I agree to my child receiving medical treatment as considered necessary by the medical authorities present.

Payment Method – £9.50

<input type="checkbox"/> Wise Pay (via Internet) ¹ Preferred payment method	<input type="checkbox"/> Cheque ² Cheques payable to The John Warner School	<input type="checkbox"/> Cash ²
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¹ If Wise Pay is showing that the trip is full, please contact the Finance department in the first instance. If you wish to pay by Debit or Credit card directly rather than through Wise Pay, then please contact the Finance Department.

² If paying by cash or cheque, please put your payment in an envelope which should be labelled with the name of the trip, your child's name, form and the amount enclosed. We would appreciate your cooperation by requesting that your child places the response slip in the trips box, which is located at Student Services.

All outstanding payments must be with the school a minimum of four weeks prior to the start date of the trip unless an earlier payment date is stated on the original letter.

Signed: _____ **Date:** _____
Parent / Carer