

SCH/avt  
4 June 2018

Dear Parent(s) / Carer(s)

**Trip No: 4123 - Optional Trip During Term Time to Broxbourne Civic Centre on 19<sup>th</sup> June 2018 – Various Years (Named Students Only)**

I am writing to advise that as part of our commitment to enhancing students' experience of Technology, we have again entered the annual Rotary Club Technology Competition. Three categories of four students will participate in this challenge, which will involve a 'design and make' task with a practical outcome. Students are expected to compete against students from other schools, using their knowledge and skill of technology. I would like to invite your child to take part in this event which will take place on Tuesday, 19<sup>th</sup> June 2018.

We will be leaving school at 08:30 and will be travelling to the Broxbourne Civic Centre by minibus. The tournament will begin at 09:00 and is expected to finish at 15:00. We therefore intend returning to the school between 15:30 and 15:45 in time or the end of the school day. Please ensure that students arrive at school in good time and meet in room 107 where they will collect the equipment they will need for the day. Students should not go to form time as they will be registered on the trip. There will be small charge of £3.10 to cover the cost of participation for the day.

Students are expected to wear their normal school uniform, have their usual pencil case and stationery and will require a packed lunch for the day. I have been informed that soft drinks will be provided but you may wish to provide your child with some additional refreshment.

If you would like your child to go on this optional trip, [please follow this link to complete the consent and payment form](#) (*website: Home/Parents/Forms*) 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; we therefore recommend that you respond as soon as possible. All cancellations must be provided in writing to the Finance Office. Once a place is confirmed, 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 Georgette Knights on 07741559124 or Mr Oliver Price on 07741559129.

Yours faithfully

**Mr S Higham**

Head of Faculty for Art, Design and Engineering

**Mrs G Knights**

Assistant Head: Director of Finance & Resources

Encl.

# Reply Slip

**Trip No: 4123 - Optional Trip During Term Time to Broxbourne Civic Centre on 19<sup>th</sup> June 2018 – Various Years (Named Students Only)**

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 – £3.10**

- Wise Pay (via Internet)** Preferred payment method. If Wise Pay is showing that the trip is full, please contact the Finance Department in the first instance.
- Debit or Credit Card.** If you wish to pay by Debit or Credit card directly rather than through Wise Pay, then please call the school 01992 462889 and ask to be transferred to the Finance Department.
- Cheque.** If paying by cheque, please ask your child to hand payments directly to the finance office. Cheques should be made payable to The John Warner School.

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