



13th October 2016

Dear Parent/Carer

Y13 Business & Economics Conference – 27th March 2017

A trip has been organised for Year 13 Business and Economics students to attend a revision conference at Vue Cinema, Westfield, Stratford, London on Monday 27th March 2017. The workshop will provide students with invaluable revision material for the A Level examinations. Students will divide into specific sessions focussed upon Business Studies at A Level and Economics at A Level. They are delivered by highly experienced teachers and examiners and are geared towards maximising performance in the summer exams. Further details are available in the 'Revision Workshops' section on <http://www.tutor2u.net/>

The students will be travelling by train, accompanied by Mrs Tattersall, Mrs Maidment and Mr James should meet at Harpenden Station by 8.15am. **Students will be required to purchase their own rail ticket.** We would anticipate that they will arrive back at Harpenden Station by 5pm, although this time is approximate. Whilst we would not encourage them to do so, if any students choose not to come home with Mrs Tattersall, we will require your permission and we would suggest that your son/daughter maintains phone contact with you. Students will require a packed lunch.

The cost of the trip is £28.00 per student which, in accordance with the Governors' policy on charging, must be met by voluntary contributions. Payment can either be made via ParentPay or by a cheque made payable to 'Roundwood Park School'. In cases of financial hardship, please contact me in confidence as soon as possible, but in any event by **1st November 2016**. The school applies for financial assistance to a local charity which has very limited resources and therefore assistance can only be given if certain financial criteria can be fulfilled. Any such trip puts a great deal of added responsibility on staff and we reserve the right to refuse those pupils to participate whose behaviour gives grounds for concern.

If you would like your son/daughter to attend please complete the reply slip below and return to the Finance Office by **14th November 2016** at the latest with your payment as tickets have to be paid for and there is no guarantee we will be able to obtain them as tickets are unable to be reserved. Please note that all payments are non-refundable unless a replacement can be found in the school.

The medical details used on day trips are taken from the updated data caption forms completed by parents during 2015/16, or in the case of more recent students, the parental consent form sent when they joined. If any medical information has changed it is the parent's responsibility to advise the school as a matter of urgency by email to k.mchale@roundwoodpark.co.uk.

Yours sincerely

Mrs K McHale
Day Trip Co-ordinator
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Reply slip (return to Finance Office)

Y12Y13 Bus & Eco2017 – 27/03/17

[] I give permission for my son/daughter* to attend the trip and to make their own way home and accept that the School will no longer be responsible for them. (*please delete)

[] I give my permission for my son/daughter* but **refuse** them to make their own way home after the visit and they will remain with Mrs Tattersall for the duration of the trip.

Student name: _____ Form: _____

My son/daughter has the following medical condition, will/will not take his/her medication with him/her and can/cannot administer it himself/herself (if not applicable please state 'N/A').

.....
I confirm that no details have changed since the recent consent form was completed.

Signed: _____ (Parent/Carer) Date: _____

