



26th September 2018

Dear Parent/Carer

Y13 Business Revision Conference – 27th November 2018

A trip has been organised for Year 13 Business and Economics students to attend a revision conference at Vue Cinema, Westfield, Stratford, London on Tuesday 27th November 2018. The workshop will provide students with invaluable revision material for BTEC Level 3 Unit 3 examinations. They are delivered by highly experienced teachers and examiners and are geared towards maximising performance in the January exam. Further details are available in the 'Exam Workshops' section on <http://www.tutor2u.net/>

The students will be travelling by train, accompanied by Mrs Tattersall and Mrs Maidment, and 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 **£28.50** 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 **8th October 2018**. 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 make your payment by **11th October 2018** at the latest as tickets have to be paid for and they cannot be reserved. Please note that all payments are non-refundable unless a replacement can be found in the school. For a replacement to be found, cancellation must be put in writing to the Day Trip Co-ordinator at least 5 working days before the date of the trip.

The medical details used on day trips are taken from CareMonkey, our online system for capturing medical information. It is the parent's responsibility to keep this information up to date. Please ensure any new information is included by **25th November 2018** at the latest for this trip.

Yours sincerely

Mrs J Reid
Day Trip Co-ordinator
j.reid@roundwoodpark.co.uk

Reply slip (return to Finance Office; not required for ParentPay payments)

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I give my permission for my son/daughter to attend the trip.

I give permission for my son/daughter* to make their own way home. I acknowledge that the school's duty of care will formally end at the conclusion of the conference and I will assume full responsibility for my son/daughter at that point. (*please delete)

Student name: _____ Form: _____

I enclose my cheque payment of **£28.50** ()

I confirm that my son/daughter's CareMonkey profile is complete and up to date.

Signed: _____ (Parent/Carer) Date: _____

