



25 June 2019

Dear Parent/Carer

**Y9 GCSE Art & Textiles Trip – 15<sup>th</sup> July 2019**

A trip has been organised for Year 9 students who have opted for GCSE Art or Textiles to visit the Oxford University Botanical Gardens and Museum of Natural History on Monday 15<sup>th</sup> July 2019. Work produced from this trip will form part of the students' GCSE course work and will support subsequent work.

The students will be travelling by coach, accompanied by Miss Durdey, Mrs Hyam, and Mrs Jenkins. The coach will depart from school at 8:40am and will return at approximately 6:30pm, depending on traffic. Normal uniform rules will apply and students will require a packed lunch.

The cost of the trip is **£25.00** 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 **2<sup>nd</sup> July 2019**. 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 **5<sup>th</sup> July 2019** at the latest, after which it will be opened to students in other year groups. 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.

Please ensure your son/daughter's CareMonkey medical profile and emergency contact details are up to date, with any new information included by **5<sup>th</sup> July 2019** at the latest for this trip. To make changes please log on to your account via [www.caremonkey.co.uk](http://www.caremonkey.co.uk) If you have any difficulties accessing your account, please contact me as soon as possible.

Yours sincerely

Mrs J Reid  
Day Trip Co-ordinator  
[j.reid@roundwoodpark.co.uk](mailto:j.reid@roundwoodpark.co.uk)

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

**Y9 Art & Textiles – 2019 JR**

I give permission for my son/daughter to attend.

Student name: \_\_\_\_\_ Form: \_\_\_\_\_

I enclose my cheque payment of **£25.00** ( )

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

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

