



**“Believing is Achieving”**

Your Ref:  
Our Ref: SPJ/JH  
Date: 13<sup>th</sup> February 2020

Dear Parent/Carer

KS3 have the amazing opportunity to visit Media City in Manchester on Thursday 26<sup>th</sup> March. During the visit, the pupils will have backstage access at the BBC and could even meet some of the presenters from Newsround.

We would need to leave school by coach at approx. 8:30am and arrive back to school at approx. 4:30pm. A packed lunch will need to be provided for students who do not receive free school meals. Students can wear non-uniform on this trip.

If you would like your child to participate, please complete and return the attached form by Monday 2<sup>nd</sup> March 2020.

Please do take the time to visit our website and twitter account in order to keep up to date with school news and important information.

Should you wish to discuss any of the contents of this letter then please do not hesitate to contact Lisa Southall or myself.

Kind Regards

*H. Tudor*  
SLSP/Educational Visits Co-ordinator



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**Reply Slip**

**Media City, Manchester  
26<sup>th</sup> March 2020**

I give permission for my child to participate in the visit to Media City, Manchester, and agree to the conditions outlined below:

- I have read the letter and understand the plan for the trip
- I will ensure my child is aware that he/she must stay with the group at all times and not wander off.
- I will ensure my son/daughter is aware that he/she must obey all instructions given by staff immediately and without question.

Please note that

i) Consent to this journey/visit implies consent to any emergency medical treatment that may become necessary. While the teacher(s) in charge will do everything possible to get in touch with you in the event of illness or accident, circumstances may dictate that they have to use their own judgement about emergency medical treatment.

ii) Under the terms of the 1998 Education Reform Act (Charging for Educational Activities in School Time), an educational visit, which takes place principally in school time, may not be subject to compulsory charges. Parents may, however, make a voluntary contribution to cover the cost of the trip provided that no pupil is excluded whose parents are unwilling to pay. Should a parent choose to exercise that legal right the pupil's costs must be borne by the school from other funds. If the School will not, or cannot do this, the trip may be cancelled. Inability to pay is quite a different matter about which the Headteacher should be contacted confidentially.

I consent to my child participating.

I do not consent to my child participating.

Emergency Contact no 1: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact no 2: \_\_\_\_\_

Parent of: \_\_\_\_\_ Signed : \_\_\_\_\_