16th November 2017

Dear Parent

**Visit to ExCel London – Year 12**

I am writing to inform you about a school visit to ExCel Londonon Friday 24th November. The aim of this visit is attend the Skills London 2017 convention. This is a brilliant opportunity for your child and we highly recommend that they attend. We are only offering this trip to the Level 2 BTEC students. If they do not attend then they will be required to attend their timetabled lessons at school as normal.

Skills London is the biggest interactive jobs and careers event for young people in London. Aimed at Year 12 and 13 students, this fantastic event offers the opportunity to interact with some of the best names in employment, education and training in a highly interactive and inspirational environment. Students are offered a real insight into the world of work, a chance to try out new skills and activities, and gain impartial advice about global opportunities.

Those students that wish to travel with a teacher must meet Mrs Le-Gall at Uxbridge Station at 10.15am to be registered, as we will be leaving promptly at 10.30am. The remaining students must meet Mrs Le-Gall at the venue at 12pm by the entrance to the exhibition. Please ensure that your son/daughter has enough money on their Oyster card for the journey.

The convention will finish at 2.30pm and students must inform Mrs Le-Gall before departing, in order to make their own way home on the return journey. All students will be provided with directions and an emergency contact number for the day.

Students are required to wear smart business clothing including shoes, no trainers or jeans to be worn. Students will be required to bring a packed lunch with them.

If your child suffers from Asthma or requires an Epipen, it is your responsibility to ensure that the appropriate medication is provided for this trip.

There is no cost for this trip however, please note that there are a limited number of places available and these will be allocated on a first come, first served basis. Only students with an exemplary record of behaviour will be eligible.

By consenting on ParentPay, you agree to:

* Your child taking part in the visit as detailed above
* A member of staff giving consent for your child to receive appropriate medical treatment in the event of an emergency

If you have any further queries, please do not hesitate to contact me.

Yours sincerely

**A Le-Gall**

**Sixth Form Guidance Leader**



**EMERGENCY CONSENT FORM**

**VISIT TO EXCEL LONDON**

Please return to Mrs Le-Gall by Monday 20th November

|  |  |
| --- | --- |
| **FULL NAME OF STUDENT:** |  |
| **DATE OF BIRTH:** |  |
| **PLACE OF BIRTH:** |  |
|  |  |
|  |
| **PARENT NAME:** |  |
| **PARENT SIGNATURE:** |  | **DATE:** |  |
| **DAYTIME CONTACT NO:** |  |
| **MOBILE TELEPHONE NO:** |  |
| **HOME TELEPHONE NO:** |  |
| **ANY SPECIAL MEDICAL OR DIETARY REQUIREMENTS:** |  |
| **ALTERNATIVE EMERGENCY CONTACT DETAILS:** |
| **NAME:** |  |
| **CONTACT TELEPHONE NO:** |  |

If your child suffers from Asthma or requires an Epipen, it is your responsibility to ensure that the appropriate medication is provided.

By completing this form, I have given permission for my child to be given first aid or urgent medical treatment during any school trip or activity.

If there are any medical reasons why your child may not participate in any of the planned activities please inform the trip co-ordinator.