

February 2020



Dear Parent

### **Visit to Westfield, White City – Year 13**

I am writing to inform you about a school visit to Westfield, White City on Tuesday 31<sup>st</sup> March. The aim of this visit is for Year 13 business studies students to attend an intensive grade booster workshop. Students will learn how to refine and sharpen key exam techniques for the three A Level business papers. This workshop will also build confidence in the essential assessment skills.

Students will travel to and from Westfield, White City unaccompanied, meeting Mr Reynolds at the venue at 10:30. The workshop should finish at 16:30 and students will be dismissed to make their own way home unaccompanied. Students will be required to wear smart, professional dress, including shoes (no trainers or jeans allowed). Students will require a packed lunch for this trip, or money to purchase food at Westfield. Students should also bring a notebook and pen.

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.

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. This visit will only take place if we have a sufficient number of students and confirmed payments.

The cost of this trip is £25.00. If you would like your child to participate in this trip, please pay the non-refundable cost of £25.00, before Friday 6<sup>th</sup> March 2020.

As the school no longer accepts cash or cheques, parents are asked to use ParentPay to pay for this trip. If you are unable to pay online, please contact the school office, who will provide a barcode letter to enable payment at a PayPoint, which is linked to your ParentPay account. If your child receives free school meals and payment should present a problem, please contact the trip organiser.

By consenting on ParentPay to this trip, 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

**L Reynolds**  
**Curriculum Leader – Business Studies**

Principal: Nigel Clemens BSc, MA

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