



1<sup>st</sup> March 2017

Dear Parent/Guardian

## The Cavendish School

**HIGHER EDUCATION AND CAREERS CONVENTION AT THE EXCEL CENTRE, LONDON**  
**ALL YEAR 12 STUDENTS      TUESDAY 28<sup>th</sup> MARCH      9.30 am – approx. 3.15 pm**

UCAS higher education convention brings higher and further education providers, charities, recruiters, gap year companies, armed forces and commercial organisations together under one roof, giving potential students the opportunity to meet their future head on. It will give your son/daughter an excellent opportunity to talk to the experts as well as attend seminars covering everything from writing personal statements, finances whilst studying, choosing the right courses for university or elsewhere and much more.

With the above in mind, we have organised a trip to the ExCel Centre on Tuesday 28<sup>th</sup> March. We will be leaving school (Gadebridge Road, outside sixth form) at 9.30 am and travelling by coach. **However, students should be in school for 8.40 am on this day for a pre-trip seminar.**

We ask for a contribution of £5 per student towards the cost of the coach. **Students may wear casual clothes and will need to either bring food and drink for the day, or enough money to purchase what they need.**

It is our intention that this day will bring the choices for the future much closer to reality and encourage students to work hard. All students are expected to attend as it will enable them to make an informed decision on their next steps.

Please complete and return the tear off slip below and return it to Mrs Bull/Mrs Cattermole by 10<sup>th</sup> March 2017.

Yours sincerely

*J Grieves*

J Grieves

Deputy Head of Sixth Form

✂.....

To: Mrs Bull/Mrs Cattermole, Cavendish Sixth Form

**HIGHER EDUCATION AND CAREERS CONVENTION AT THE EXCEL CENTRE, LONDON**  
**YEAR 12 STUDENTS      TUESDAY 28<sup>th</sup> March      9.30 am – approx. 3.15 pm**

I give permission for \_\_\_\_\_ of tutor group \_\_\_\_\_ to attend the Higher Education and Careers Convention at the Excel Centre in London.

**\*\*I enclose £5 cash/cheque\***  (cheques payable to 'The Cavendish School')      **OR**

**\*\*I have paid by Wisepay** direct into the school account  (contact Mrs Hey in Finance if you do not have your log in details).

\*\* *Delete as appropriate*

*I understand that this payment is non- refundable and that this cost is a contribution to the total cost of the trip.*

Signed: \_\_\_\_\_ (parent/guardian)

Emergency Parent/Guardian Contact tel no. for the day: \_\_\_\_\_

**←This tear-off slip must be returned to Mrs Bull/Mrs Cattermole by Thursday 10<sup>th</sup> March→**

**Title of School Trip : Higher Education and Careers Convention  
Excel Centre**

**Parental Contract for School Day Trip**

I would be grateful if you could read through the following points listed below, which relate to the proposed school trip. If after reading through the conditions, you agree that your child can participate in the trip, then please complete the reply slip over the page and return it to Mrs Bull/Mrs Cattermole, along with payment.

1. If you withdraw your child from the trip for any reason, unless it is due to a legitimate reason that is covered by the insurance certificate, - i.e. if your child has an illness or suffers from an injury – then the payments made up to this date will not be refundable. This is due to the fact that we have to make financial payments to the coach Company, and if children are withdrawn then the school loses any payments already made, and indeed we may get charged an additional cancellation fee. In essence what I am saying to you, is that if your child suddenly decides at a later date, after payment has been made, that they do not want to go on the school trip anymore, then the school is unable to make any refunds, and parents must cover any penalty charge made by the Company, to the school.
2. *If your child is ill or injured and not in school on the date of the trip, and therefore unable to participate on the school trip, then in order that a refund **may** be made, it is essential a medical certificate is provided covering the dates of the school trip.*
3. If your child is excluded from school, due to inappropriate or dangerous behaviour, then the school reserves the right to withdraw the child from the trip, and no refund will be given. However, the school will exercise its right to use their discretion in this matter.

In essence, it is absolutely crucial that yourselves, and your child clearly understand the importance of good behaviour in and around the school, and in accordance with general school rules and the school code of conduct. *The code of conduct and behaviour code is in the student planner, and Year book. However if you would like another copy then please contact the school, via student services, and they will be happy to provide you with one.*

There is an enormous amount of responsibility placed upon myself, and the other staff accompanying the school trip, with regard to looking after ALL of the children on the trip. We need to know that students can be trusted to behave themselves in school, in familiar surroundings, before we can take them to a different environment, to take part in a school trip. I hope that you can appreciate this, and your continued support in reinforcing safe, sensible and appropriate behaviour at all times to your child, would be much appreciated.