

CTR/SRS/cbk

19 November 2009

Dear Parent /Carer

**GCSE Poetry Live Conference for Year 11 pupils:  
Tuesday 2nd February 2010**

As part of the GCSE English and Literature course, we are planning a trip on Tuesday 2<sup>nd</sup> February 2010 to The Spectrum Theatre, Guildford. The pupils will hear the poets featured in their syllabus performing their work live. This is an invaluable opportunity for your son to see the poets in person and to hear their comments. In addition, the senior examiner for AQA will address the audience with advice on achieving good grades in both exams.

As this trip is an enhancement to your son's learning, we are asking for the full payment of £20.50 per pupil. This includes the cost of the ticket and travel by coach. However, if you are experiencing financial hardship, please contact me in confidence. Please make cheques payable to 'The Forest School' with your son's name and tutor group on the reverse, and return to the School's main office, for the attention of Mrs Brock, (**not** your son's English teacher).

We shall be leaving school at 8.30 am and we expect to return by approximately 4.45 pm. Please be prompt in arriving to collect your son. We will expect full school uniform and impeccable behaviour throughout the whole day. A **nut free** packed lunch and drink will be required.

Please note that the participation of any pupil who has been excluded is automatically considered at Senior Leadership Team level. Equally, your son may lose his right to be considered for a place by virtue of his behaviour record and/or because he represents an unacceptable risk to the trip organiser, other pupils and himself. When such a situation arises, each pupil is considered on an individual basis, and our judgment as to whether a boy is able to participate will be based on whether the trip is an essential element of the exam or course requirements, the pupil's individual circumstances, the nature, length and frequency of their exclusions and the potential risk they represent to the organiser, other pupils and themselves.

Places are limited, and we would therefore ask that you return the attached permission form along with your payment to the main school office by Friday 4<sup>th</sup> December 2009.

Yours faithfully



Ms C. Turner  
English teacher

**Reply slip: Please return in a clearly labelled envelope to the main school office for the attention of Mrs Brock, along with your payment, by Friday 4<sup>th</sup> December 2009.**

**Re: Poetry Live Conference Tuesday 2<sup>nd</sup> February 2010**

Son's Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

- a) I have read the information about the proposed visit and I agree to my child taking part in the visit and the activities included in the school's letter. I declare my child fit enough to undertake the activities.
- b) I am willing to contribute £20.50 towards the proposed visit.
- c) I will notify the organiser of any ailment, allergy, condition or diet that requires the attention of the organiser (e.g. hay fever, allergy, asthma).
- d) I authorise the organiser to act on my behalf in an emergency and to sign on my behalf any consent forms required by medical authorities if they know that it would not be advisable to wait for my own signature.
- e) I understand that my child should behave acceptably and should not be involved in buying or using cigarettes, alcohol or drugs.
- f) I understand that if my child is not wearing correct school uniform he will not be allowed on the school trip and there will be no refund.
- g) I will make my own arrangements for my son's collection from school.

Medical condition/Allergies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(parent/carer)*

Emergency contact telephone nos \_\_\_\_\_