

The Ramsey Academy, Halstead

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Headteacher:
Rob James

9 November 2017

Dear Parent/Carer

We have arranged to take Year 11 students to GCSE Poetry Live! Day at the Dominion Theatre London on Friday 23rd February 2018 in order to support their GCSE English Literature course. We will be travelling by coach.

The total cost of the trip will be £30.00 which includes entrance tickets, transport and insurance. If you have any queries regarding Scopay please contact the Finance Office.

On the day your son/daughter should arrive at school by 7:45am to ensure that we leave promptly. A packed lunch will be required; if your child is in receipt of free school meals they should order a packed lunch from the school canteen in advance. Please indicate on the slip below if they wish to do this.

The day finishes at 3.00 p.m. and we hope to arrive back in Halstead at approximately 5.30 p.m. Students will need to make their own arrangements to travel home.

Please complete and return the attached form and make payment via the Scopay system by Monday 11 December at the latest so that we can pay for the tickets. If you have any queries regarding Scopay please contact the Finance Office.

If your child is on the Pupil Premium register, funding may be available for help towards the cost. Please contact Mrs Sterland - csterland@ramseyacademy.com.

Students must wear full school uniform for this trip.

If you have any queries, please contact myself or Mrs Gibbs.

Yours sincerely

Ms T Head
English Teacher

Mrs M Gibbs
Assistant Head Teacher
Curriculum Lead for English

X

To: The English Faculty, The Ramsey Academy, Halstead

Student Name

Tutor Group

I give permission for my son/daughter to attend the GCSE Poetry Live! Trip

I have made payment of £30 via the Scopay system.

My son/daughter is registered for Free School Meals and would like lunch provided.

Signed
(Parent/Carer)

Date