



Headteacher: **Mr J Grant**
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February 2016

Dear Parent/Carer

Business Studies trip to London on Friday 18th March 2016

Business Studies will be running a trip to London on **Friday 18th March 2016** focusing on careers in the city. We will be meeting at East Grinstead train station at 8.00am and returning at 5.00pm. We have 6 spaces which are being offered on a first come, first served basis. The visit is being held at 5 New Street Square, London, EC4A 3TW. It will include a careers carousel at Taylor Wessing and an opportunity to attend interview workshops and debate ethical issues. The students will be invited to a networking lunch and receive a tour of the offices.

The students are expected to dress in smart school uniform and I recommend that they bring a drink and snack for the journey or a small amount of money to purchase one.

You are invited to make a voluntary contribution of £23.00 which will cover the cost of the visit including transport and other incidental costs. I must, however, tell you that as the school could not bear the cost of the visit, the visit will not take place unless all parents, who are able, are willing to contribute. Insurance for all school trips is arranged through West Sussex County Council. Full details of the policy can be found on our website at http://www.sackville.w-sussex.sch.uk/?page_id=26728. Payment can be made via the online payment system. Alternatively cheques should be made payable to Sackville School.

Please sign and return the permission slip below. Full payment must be received by **12th February 2016**.

Yours sincerely

Mrs J Fleming
Curriculum Leader of Business, Law & Economics

To: Mrs Fleming

Name of student Form

I give permission for my child to attend the trip to London on the 18th March 2016, returning to East Grinstead train station at approximately 5.00pm.

I have forwarded £23.00 to Sackville School via the online payment system/I enclose a cheque for £23.00 made payable to Sackville School (please delete as appropriate).

We will use the emergency contact details we have on our database for your child for this trip. If however, the contact details will be different for the duration of this trip, please fill in the details below.

Emergency contact telephone number

Emergency contact name (please print)

Signed..... Parent/Carer Date

