

September 2013

Dear Parent/Carer

Business Studies are running a visit to the Education Centre at the Coca-Cola factory in Sidcup on Wednesday 2nd October **leaving school at 11.10am and returning at 5pm**. We have 15 spaces which are being offered on a first come, first served basis. The visit will include a tailored presentation, an interactive workshop and a factory tour. This will give the students a valuable experience to learn more about how a business operates.

As this is a food production centre there are a number of rules that must be complied with for the trip to take place:

- **Chewing gum, sweets, drink and food are forbidden from being brought on to the site.**
- **Any stomach upset/gastro-intestinal disorder in the 48 hours before your visit must be declared on arrival.**
- **Never run; always walk whilst on site.**
- **Always hold the handrails on the staircases, face the direction of travel and take one step at a time.**
- **All visitors should wear suitable, covered footwear (ie no heels, open toe shoes or sandals).**
- **Valuables (including money, wallets, purses, mobile phones, bags, keys, jewellery, iPods, MP3 players etc) should be left at school or on the coach/minibus.**
- **Jewellery is restricted: no watches, bracelets, brooches/badges, necklaces, face/body piercings or earrings (except one pair of small plain ear studs) are permitted.**
- **The factory tour route is on an elevated walkway overlooking the production hall. All students are therefore asked to wear suitable clothing eg trousers or a skirt of suitable length.**
- **If any member of the group does not meet these standards it is likely that the visit will be cancelled and the whole group will have to leave.**

I strongly recommend that students bring a packed lunch with them on the minibus as we will not be able to eat during the visit.

You are invited to make a voluntary contribution of £15 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. Payment may be made online or with a cheque made payable to Sackville School. Full payment must be received by **Friday, 20th September**.

Please sign and return the parent's consent form and the permission slip below to confirm that you have agreed to these arrangements.

Yours sincerely
Mrs J Fleming

Curriculum Leader of Business, Law & Economics



Headteacher: **Mr J Grant**
Sackville School, Lewes Road,
East Grinstead, West Sussex RH19 3TY
Tel: 01342 410140
Fax: 01342 315544
Email: secretary@sackville.w-sussex.sch.uk
www.sackville.w-sussex.sch.uk

To: Mrs Fleming

I give permission for my child (name of student) of form to attend the Business Studies visit to the Coca-Cola Education Centre on 2nd October 2013, leaving school at 11.10am and returning at approximately 5pm. I understand the rules above will need to be complied with during the trip.

A cheque for £15 is enclosed, made payable to Sackville School
£15 has been forwarded to the school using the online payment system
(Please tick as appropriate)

Signed: (Parent/Carer) Date:

