



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



November 2021

Dear Parent/Carer

Multi-lingual Poetry Slam, London-Friday 19th November 2021

I am pleased to inform you that your child has been accepted to take part in a modern foreign languages poetry slam competition at the Institut Français in London.

We will meet in school reception at 8.15am, will then travel by minibus to East Grinstead station and then on to the venue in South Kensington by train and underground. On the return journey, we would ask that you pick up your child at East Grinstead station at about 6.00pm. I will ask the students to call you when we are on the train home.

Students should bring a packed lunch, a pencil case and a mask to wear on public transport. They should wear school uniform and bring a waterproof coat in case it rains.

You are invited to make a voluntary contribution of £7.00, which will cover the cost of the 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 parents, who are able to, are willing to contribute. In the unlikely event that a student has to be removed from the visit due to poor behaviour, we reserve the right not to refund the voluntary contribution associated with this visit.

Payment should be made via Scopay, the school online payment system, by this **Wednesday 17th November 2021**.

Please remember that if your child is eligible for the Pupil Premium grant we can use that to pay for this trip. Should you wish us to use the grant to cover the cost of this trip all you need to do is tick the consent box on Scopay, the online payment system.

Insurance for all school trips is arranged through West Sussex County Council. Full details of the policy can be found on our website at <https://sackville.w-sussex.sch.uk/parents/school-trip-insurance/>.

Peanuts or peanut related products are not allowed to be taken on any school visit.

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 let us know.

Should you need to contact me urgently on the day please call the school mobile on 07562 434411.

Yours sincerely

Miss L Stewart
Curriculum Leader of MFL

