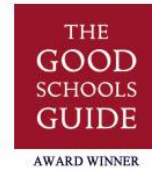




Headteacher: Mr J Grant
Sackville School, Lewes Road, East Grinstead,
West Sussex RH19 3TY
Tel: 01342 410140 Fax: 01342 315544
Email: secretary@sackvilleschool.org.uk
www.sackville.w-sussex.sch.uk



September 2019

Dear Parent/Carer

GCSE Poetry Live - Friday 22nd November 2019

I am pleased to inform you of the details of a trip to attend Poetry Live at the Dome in Brighton on Friday 22nd November 2019. All students in year 11 are invited as poetry is a compulsory element of GCSE literature examinations.

We will travel by coach to Brighton leaving at approximately 8.15am and returning after the event, which finishes at 3.00pm and so arriving back at school at approximately 4.15pm. This means that those students who take buses would miss them and need to be collected or make their own way home. Students should bring a packed lunch.

We strongly advise students to attend as it really will boost their knowledge and understanding of the poems and how to approach the exam as advice is given on how to meet the exam requirements. Please see this link for information about the event: <http://poetrylive.net/about-the-events/>

You are invited to make a voluntary contribution of £27.50, 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 parents, who are able to, are willing to contribute. If you are unable to contribute, you are invited to contact me in confidence, to discuss whether it is possible to reach some mutual arrangement.

Please fill in the slip attached and pay either online using the school payment system or send cheque/cash into the finance office. The deadline for payment is Wednesday 2nd October 2019 and the theatre will not hold tickets for us. Should the majority of year 11 students not take the opportunity up, we will not be able to run the trip. Please pay at your earliest convenience in order to ensure that the trip runs. If trip is oversubscribed there will be a ballot.

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 please indicate this on the consent slip attached by writing 'PP grant' in the payment box.

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/cost associated with this visit. 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.

Your child's place will only be reserved once payment has been made.

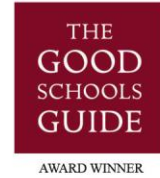
Yours sincerely

Mrs R Stuart
Curriculum Leader of English





Headteacher: **Mr J Grant**
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To: **The finance office**

Name of student _____ Form _____

I give permission for my child to attend Poetry Live at the Dome, Brighton on Friday 22nd November 2019 between 8.15am-4.15pm.

(please tick the relevant box below)

I have forwarded £27.50 to Sackville School via the online system

I enclose £27.50 in cash/cheque

Signed _____ Date _____

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) _____

Parent/Carer name (please sign) _____

Parent/Carer name (please print) _____

Date _____

