



Headteacher: **Mr J Grant**

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October 2015

Dear Parent/Carer

**Year 12 BTEC Subsidiary Diploma Business
Coca Cola Enterprises – Tuesday 10th November 2015**

As part of the Subsidiary Diploma in Business I have organised a trip to Coca Cola Enterprises in Sidcup, Kent. The students will have a tour of the factory and the trip will involve a presentation of the business overview. As it is a fast moving consumer goods factory, there are a number of rules that I have to make students aware of:

Chewing gum, sweets, drinks and food are forbidden from being brought onto the site. Any stomach upset/gastro-intestinal disorder in the 48 hours before your visit must be declared on arrival.

All visitors must wear suitable, flat, covered footwear (ie no heels/wedges, open shoes or sandals). Trainers are ideal.

Jewellery is restricted to a wedding band: no other rings, watches, bracelets, brooches/badges, necklaces, face/body piercings or earrings are permitted. If a student has earrings/piercings that cannot or won't be removed, the student can cover them with blue catering plasters. Please note that these should be covered before arrival on site and must remain covered for the duration of the visit. Coca Cola cannot supply these plasters for you; they must be obtained and applied in advance of your arrival at the factory.

The trip is a fantastic opportunity for the students to experience the workings of a multinational business. The students will be expected to meet outside Mr Whitehead's office at 11am and we will leave shortly after. The tour and presentation starts at 1pm and finishes at 3pm. We will then return to Sackville and expect to arrive back at Sackville at 4pm.

You are invited to make a voluntary contribution of £8.00 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 of £8.00 should be made using the school's online system; alternatively a cheque made payable to Sackville School should be forwarded with the attached reply slip.

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 on the attached slip.

We will be travelling to the factory in a minibus. Therefore, places are limited to 15 and will be allocated on a first come, first served basis.

Yours sincerely

Mr D May
Teacher of Business Studies



To: Finance office

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Name of student Form

I wish my child to participate in the above visit.

I have paid £8.00 online/I enclose a cheque for £8.00 made payable to Sackville School (please delete as appropriate)

Emergency contact telephone number

Emergency contact name (please print)

Signed Parent/Carer Date