



10th September 2018

GCSE Poetry Live! Trip

Tuesday 22nd January 2019 at Birmingham Symphony Hall

Dear Parent/Carer

The English department is organising a Year 11 trip to a performance of GCSE Poetry Live! At Birmingham Symphony Hall on Tuesday 22nd January 2019. The trip will consist of performances by several poets featured on the syllabus of the AQA GCSE in English Literature, including Simon Armitage, Carol Ann Duffy and John Agard.

The event also features sessions by exam board Chief Examiners and will be invaluable for students preparing for the GCSE Literature examinations. There are 40 places, at a cost of £27pp, which will be allocated on a first come, first served basis. We will depart from school at 8.40am and return at approximately 4.30pm. Therefore, you will need to arrange transport home for your child.

All pupils will be required to:

- Go to the toilet on arrival at school
- Register in the Dining room at 8.40am
- Bring a packed lunch and drinks
- Wear full school uniform (a requirement of the event)
- Any medication they may need (inhalers etc) clearly labelled and given to Mr Harris

Please find attached Payment Information and Consent Form that gives information about the cost and payment terms. If you would like your son/daughter to attend, please complete the attached Consent Form indicating full payment of **£27.00** has been made via ParentPay and return by **Friday 28th September 2018**.

Yours sincerely

Mr Lee Harris
Head of Year 9 / Teacher of English



/stedmundscatholicacademy



@stedmunds

Archdiocese of Birmingham

Bishop Cleary Catholic Multi Academy Company



Payment Information

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The cost for the trip is £27.00. In the event of a student cancelling or withdrawing from the trip at late notice for any uninsurable reason, please note that we will be unable to refund any monies already paid for the trip and the remaining balance will still need to be paid in full. By paying the deposit for this trip, you are agreeing to the terms and conditions as stated in this letter and committing to making a full payment and attending the trip. If for any reason a student does need to cancel or withdraw from the trip, we will require as much notice as possible.

Payment for the visit may be made in the following way only:

ParentPay

The following can be paid via ParentPay online using your ParentPay account:

A total amount of £27.00 (non-refundable) must be paid by **28th September 2018**. If you need assistance with activating your ParentPay account online or need a reminder of your activation codes please contact the Finance Office.

All consent forms should go directly to the Finance Office via the Student Support Office clearly marked with the following details:

- Name of Child
- Tutor Group
- Reason for payment ie:- (put the name of your activity/trip/resources eg:- GCSE Poetry Live!)

Please complete the attached Consent Form and return it in a sealed envelope and hand in at the Student Support Office marked for the attention of the Finance Office.



To be returned to The Finance Office via the Student Support Office, St Edmund's Catholic Academy by 28 September 2018 (*LH)

Consent Form

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Student's Name

Tutor

• I would like my child to take part in the GCSE Poetry Live] and have made the full payment of £27.00 (which is non-refundable) via ParentPay.

• I understand that the full amount of £27.00 needs to be paid, in full by 28/09/18.

• I consent to the administration of emergency medical treatment should it be deemed necessary by the staff accompanying the visit.

• Details of any medical problems/medication being taken

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Please notify school at a later date if this should change before date of Visit.

• Emergency Contact Number.....

Please notify school at a later date if this should change before date of Visit.

• Dietary Requirements.....

Please notify school at a later date if this should change before date of Visit.

Signed.....Parent/Guardian

PRINT NAME.....

I have made a Parent Pay payment of £.....on (insert Date)



