



24<sup>th</sup> September 2018

Dear Parent/Carer,

**Grand Design show at the Birmingham NEC on Friday 12<sup>th</sup> October 2018**

The Technology Faculty are taking a group of A Level Product Design students to the Grand Design show at the **Birmingham NEC on Friday 12<sup>th</sup> October 2018**, as part of their Design & Technology Module. This visit will include an insight into interactive features, presentations on interior and design builds, production techniques and a chance to collect valuable material, free advice for their project ideas and hopefully a chance to meet Kevin McCloud from the TV series: Grand Design.

There is a cost of £15.00 (please see reverse for payment methods) for this visit, which includes entry into NEC and the travel there and back by train.

In order for us to get to the venue on time by train, we need to leave St Edmund's at **10:20am** and meet at **Wolverhampton train station at 11:00am**. We should be back from the show at **5:00pm**; therefore, *students will make their own way back home from Wolverhampton train station*. **Please note, your child must attend school for morning registration and P1 and P2 as normal.**

Please ensure your child organises their own lunch arrangements i.e. money or packed lunch as we will be there all day. Students may wear their own clothes during the visit, although I would advise sensible shoes to be worn, as we will be doing a lot of walking.

The school accepts no liability for the loss of personal items i.e. mobile phones, any other electrical items or large amounts of money, which we recommend not to be taken on the visit.

If you wish your child to take part in this valuable experience then please sign the attached sheet giving your consent and full payment by **Friday 28<sup>th</sup> September 2018**.

Yours sincerely

Mrs L Devi - Curriculum Leader-Technology Faculty



## Payment Information

### Grand Design show at the Birmingham NEC on Friday 12<sup>th</sup> October 2018

The cost for the trip is £15.00. 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 **£15.00 (non-refundable)** must be paid by **Friday 28<sup>th</sup> 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:- **Grand Design show at the Birmingham NEC on Friday 12<sup>th</sup> October 2018**)

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 Friday 28<sup>th</sup> September 2018 (\*LD)

Consent Form

Grand Design show at the Birmingham NEC on Friday 12<sup>th</sup> October 2018

Student's Name

Tutor

I would like my child to take part in the Grand Design show at the Birmingham NEC on Friday 12<sup>th</sup> October 2018

] and have made the full payment of £15.00 (which is non-refundable) via ParentPay.

I understand that the full amount of £15.00 needs to be paid, in full by Friday 28<sup>th</sup> September 2018.

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 .....

.....  
*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.*

*I will arrange for my son/daughter to be collected from Wolverhampton Train station or he/she will make his/her own way home. (please delete)*

Signed..... Parent/Guardian

PRINT NAME.....

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



