

St Edmund's Catholic Academy

To Love and Serve the Lord

Tel: 01902 558888 / Email: enquiries@stedmunds.org

Principal: Mrs M Hazeldine



Compton Park
Compton Road West
Wolverhampton
WV3 9DU
11th September 2018

Dear Parent/Carer

Educational Residential Visit to LONDON
Wednesday 28th November - Thursday 29th November 2018

As part of the A Level Business course, pupils will be attending a residential visit to London, which will involve a tour and lecture at the Bank of England, a tour and debate at the Houses of Parliament and a West End Theatre Show. The student will be accompanied by Mrs Gill, Miss Collymore and Mrs Gibbons.

The visit will be an insight into the financial and operational controls and constraints within UK businesses and Parliament. It will enable pupils to have a greater understanding of businesses and the government and will aid their understanding of the subject.

We will depart St Edmunds at approximately at 8.30am on **Wednesday 28th November** and return on **Thursday 29th November** at approximately 7.30pm - depending on traffic. Overnight accommodation will be provided at a registered hotel, Royal National Hotel London. Further details of the itinerary for the visit will follow in due course. The cost for the trip is **£215** and includes travel, accommodation on a bed and breakfast basis, an evening meal, tickets to a West End Theatre Show, a lecture at the Bank of England and a debate at the Houses of Parliament. If you have any questions about this trip please feel free to contact me on 01902 558888 or pgill@stedmunds.org.

Please find attached Payment Information and Consent Form that gives more information about the cost and payment schedule. If you would like your son/daughter to attend, please complete the attached Consent Form indicating the deposit of **£107 non-refundable** has been made via ParentPay and return by **Thursday 20th September**. The school cannot subsidise this visit further, and it is hoped that parents will meet the cost. Unless the visit is financially viable, it cannot go ahead. [In the case of real hardship it may be possible to assist and in such a case parents should complete a bursary application via Miss Smith, Assistant Head of Vi Form. If your son/daughter would like to attend this visit but you have financial difficulties, please contact Mrs Raj, our Business Director at your earliest convenience.

Yours sincerely

Mrs P Gill
Curriculum Leader of Business, Economics and Law



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Archdiocese of Birmingham

Bishop Cleary Catholic Multi Academy Company



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registered in England and Wales (company number 085784228)

Payment Information

Educational Residential Visit to LONDON

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The cost for the trip is **£215**. This includes travel, accommodation on a bed and breakfast basis, an evening meal, tickets to a West End Theatre Show, a lecture at the Bank of England and a debate at the Houses of Parliament. **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 deposit of **£107 (non-refundable)** to be paid by **Thursday 20th September 2018**. The remaining balance of **£108** must be paid by **Friday 26th October 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:- **Educational Residential Visit to LONDON**)

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 Thursday 20th September (*PG)

Consent Form

Educational Residential Visit to LONDON

Wednesday 28th November - Thursday 29th November 2018

Student's Name

Tutor

• I would like my child to take part in the Educational Residential Visit to LONDON and have made the deposit payment of £107 (which is non-refundable) via ParentPay.

• Remaining balance of £108 to be paid via ParentPay by Friday 26th October.

• I understand that the balance of the visit needs to be paid, in full by Friday 26th October.

• 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 Date.....

