

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  
17<sup>th</sup> September 2018

Dear Parent/Carer,

**RAF Museum Cosford**

**Tuesday 6<sup>th</sup> November 2018**

The Science department is inviting all year 7 students to the Royal Air Force Museum Cosford. During the trip, students will experience a workshop on rockets, the fun and flight interactive gallery and a chance to look around the hangars. The trip will take place during the school day and students will need to arrive at school and leave as normal. They will need to wear their normal school uniform. **The coach will leave St Edmund's at 9.20am. Pupils will be back at school at 2.30pm and return to lessons until the end of the school day.**

All pupils will be required to:

- Go to the toilet on arrival at school
- Go to first lesson as normal and then to the dining room at 9.00am
- Bring a packed lunch and drinks
- Wear school uniform
- Any medication they may need (inhalers etc.) clearly labelled. They will need to be responsible for their own medication.

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 **£7.50 (non-refundable)** has been made via ParentPay and return by **Monday 1<sup>st</sup> October 2018**.

Yours sincerely

Mrs R Cooper  
ACL Science



/stedmundscatholicacademy



@stedmunds



Archdiocese of Birmingham

Bishop Cleary Catholic Multi Academy Company

part of Bishop Cleary Multi Academy Company, a company limited by guarantee  
registered in England and Wales (company number 085784228)



## Payment Information

### RAF Museum Cosford

Tuesday 6<sup>th</sup> November 2018

The cost for the trip is **£7.50 (non-refundable)**. **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 **£7.50 (non-refundable)** must be paid by **Monday 1<sup>st</sup> 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:- Science trip - RAF Museum Cosford)

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



Consent Form

RAF Museum Cosford

Tuesday 6<sup>th</sup> November 2018

Student's Name

Tutor

- I would like my child to take part in the RAF Museum Cosford and have made the full payment of **£7.50** (which is non-refundable) via ParentPay.
- I understand that the full amount of £7.50 (non-refundable) needs to be paid, in full by **Monday 1<sup>st</sup> October 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.*

Signed..... Parent/Guardian

PRINT NAME.....

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



