

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

5<sup>th</sup> December 2018

Dear Parent/Carer,

**A Level - Philosophy Conference  
University of Birmingham  
Tuesday 15<sup>th</sup> January 2019**

There will be a trip for Year 12 students to the University of Birmingham on Tuesday 15<sup>th</sup> January 2019. This educational trip will provide students an opportunity to improve their exam skills.

The trip will involve travelling by minibus, via the M6, to and from the University of Birmingham, Bramall Hall, where there will be lectures on exam techniques. The minibus will depart from St Edmund's at 7am. The conference will begin at 9am and finish at 3.30pm, after which we will then travel back to St Edmund's and arrive approximately 5pm.

The cost of the trip is £10.50 and payment details are listed below and is limited to 14 students; dress code is smart casual. Students can buy lunch from the University of Birmingham canteen or take their own.

Arrangements for pupils leaving school are:

- Arrival to school by 6.45am
- Depart on time at 7am and return approximately 5pm

*Please make alternate arrangements for the journey home as the school buses will have already departed. Students should be encouraged to take their mobile phone and be reminded to contact parent/carer if there are any concerns on delay.*

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 £10.50 has been made via ParentPay and return by **Friday 21 December 2018**.

Yours sincerely,

Mr P Katumba  
Assistant Principal and Director of RE



/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

A Level - Philosophy Conference  
University of Birmingham

Tuesday 15<sup>th</sup> January 2019

The cost for the trip is £10.50. 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 **£10.50 (non-refundable)** must be paid by **Friday 21 December 2018**. If you need assistance with activating your ParentPay account online or need a reminder of your activation codes please contact the Finance Office.

Consent information will be obtained via ParentPay, which goes directly to the Finance Office, but the attached consent form needs to be completed and returned to the trip leader at school.

- Name of Child
- Tutor Group
- Reason for payment ie:- (put the name of your activity/trip/resources eg:- [A level - Philosophy Conference])
- Medical information
- Emergency contact details

To be returned to Trip Leader - Mr Katumba at St Edmund's Catholic Academy by Friday 21 December 2018

Parent/Carer Consent Form

A Level - Philosophy Conference  
University of Birmingham

Tuesday 15<sup>th</sup> January 2019

Student's Name:

Tutor:

- I consent to my son/daughter taking part in the **A Level Philosophy Conference**
- I consent to the administration of emergency medical treatment should it be deemed necessary by the staff accompanying the visit.

- Details of any medical concerns/medication being taken

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- Emergency Contact Number :

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- Dietary Requirements :

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***I will contact St Edmund's Catholic Academy if any medical or contact details change before the date of trip.***

*Students will arrive back at the Academy approximately 5pm and I will make arrangements for my son/daughter to be collected or to make his/her own way home.*

*Students should be encouraged to take their mobile phone and be reminded to contact parent/carer if there are any concerns on delay.*

Print Name .....

Signed..... Parent/Guardian      Date.....



