



22nd May 22

25 May 2018

Dear Parent/Carer

## **Year 9 Visit to Kew Gardens**

On Friday 14th September 2018 we are planning an outing to Kew Gardens for Year 9 Art and Photography pupils. Once there, students will have the opportunity to see plant species which they then can draw/photograph. It will help pupils gather research for their GCSE examination coursework. It is advised that all pupils attend.

Year 9 will be travelling by coach accompanied by members of staff. Below is a brief itinerary of the day.

TIME	ACTIVITY
9.00 am	COACH DEPARTS FROM SCHOOL
10.30am	ARRIVE AT KEW GARDENS
10.30 – 12.00	SESSION 1 Information gathering
12.00 – 12.30 pm	LUNCH
12.30 – 1.15	SESSION 2 Drawing (SKETCHBOOK NEEDED). Shop
1.30pm	BACK ON COACH
3.00pm	ARRIVE BACK AT SCHOOL (this is an approximate time)

The tasks above include not only information collecting but also gathering of images, therefore pupils must then prepare for this by bringing a sketchbook and drawing materials/cameras. It is advised that pupils bring with them a packed lunch and pocket money to buy any items for their project. Full school uniform is compulsory. Staff are unable to take responsibility for any valuables (including mobile phones and cash) taken on the trip. Any such items are taken entirely at the student's own risk.

A voluntary contribution of **£22.50** is requested to cover the cost of entry fee, transport, insurance and admin charges. Please note that the trip is unlikely to run unless sufficient voluntary contributions are received.

If you would like your son/daughter to take part on this trip, please complete the consent form and return it to the Finance Office along with your payment of **£22.50** by **Friday 6th July 2018**. The preferred method of payment is via [www.pmx.parentmail.co.uk](http://www.pmx.parentmail.co.uk) online using a debit or credit card by selecting '**Kew Gardens 2018**' under the Payments/Shop section. Alternatively, cheques should be made payable to **John Colet School Fund** and returned to the Finance Office between 8.00 - 8.30 in the mornings. It would also be helpful if the student's name, tutor group and '**Kew Gardens**' could be written on the reverse of the cheque.

### **Please note:**

**It is essential that the consent form is returned to ensure your child is included in the selection process.**

Cheques will not be banked until sufficient numbers to make the trip viable have been confirmed.

Once places are confirmed, payment for the selected participants will be non-refundable.

Any student who is placed on report may be withdrawn from the trip at the schools discretion and will have any monies paid refunded, provided another student can take their place.

In the event of your son/daughter withdrawing from the trip, payments will only be refunded if another student is able to take their place.

We would not want any student to be unable to take part because of financial circumstances, therefore, if you are eligible for Pupil Premium funding please contact Mrs Abslom at [labslom@johncolet.co.uk](mailto:labslom@johncolet.co.uk)

Yours sincerely  
G White  
Head of Art

**Kew Gardens 2018**

**Please return to the Finance Office between 8.00–8.30am by Friday 6th July 2018**

Student name: .....

Form: .....

I agree to .....’s participation in the activities described. I acknowledge the need for my son/daughter to behave responsibly.

My emergency contact number for the duration of this visit is .....

Accompanying staff need to be aware that my son/daughter has the following medical condition(s) and will bring their own medication, and/or dietary requirements

.....  
.....

Paracetamol tablets BP 500mg may be given for a headache/sore throat/other **YES/NO**  
aches and pains in accordance to the Dose on package (*please note that tablets will not be given before 12pm*)

I have paid via parentmail.

Please find enclosed **£22.50** cheque payable to John Colet School Fund, with student’s name /Kew Gardens 2018 on reverse of cheque.

My son/daughter is eligible for Free School Meals

Parent/Carer Signature..... Date.....