



John Colet School

www.johncolet.co.uk

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email: office@johncolet.co.uk

14th December 2018

Dear Parent / Carer

Re: Year 11 Spanish Student Conference

The MFL department is offering Year 11 students the opportunity to attend a student conference to help prepare them for their GCSE Spanish exam. This interactive and motivational conference will equip students with a range of strategies and techniques which will maximise their exam performance. We will be attending the conference in London on **Monday 11th February 2019**.

The trip will depart from school at 11:15am and will return to school for approximately 6pm, therefore please ensure arrangements are made for your son/daughter to get home. Students will be required to bring a packed lunch and full school uniform is compulsory.

A voluntary contribution of **£42.00** is requested to cover the cost of entry fees, coach 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 **£42.00** by **Tuesday 8th January 2019**. The preferred method of payment is via www.pmx.parentmail.co.uk online using a debit or credit card by selecting '**Spanish Student Conference 2019**' under the Shop/Payment 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 '**Spanish Student Conference**' could be written on the reverse of the cheque.

Please note: Tuesday 8th January 2019 is the last day that we can accept payment due to a strict deadline for the tickets to be paid.

Please note:

It is essential that the consent form is returned to ensure your son/daughter is able to attend on the trip.

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Any student who is placed on report may be withdrawn from the trip at the schools discretion and will have any monies paid refunded, provided another student can take their place.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

Yours sincerely

Isabelle Simpson
STL Modern Foreign languages

Year 11 Spanish Student Conference

Please return to the Finance Office between 8.00 – 8.30 in the mornings by Tuesday 8th January 2019

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 aches and pains in accordance to the Dose on package (*please note that tablets will not be given before 12pm*)

YES/NO

I have paid via parentmail.

Please find enclosed **£42.00** cheque payable to John Colet School Fund, with student’s name and “**Spanish Student Conference**” on reverse of cheque.

My son/daughter is eligible for Free School Meals

Parent/Carer Signature _____

Date _____