

Monday 7 October 2019

Dear Parent/Carer

**BTEC Trip to The 'Witness for the Prosecution' at the London County Hall
on Thursday 28 November 2019**

The Drama department is pleased to offer your son/daughter a trip to **Witness for the Prosecution** at the London County Hall on **Thursday 28 November at 2.30pm**.

The purpose of this visit is to see a live theatre performance which is required for their unit one written exam.

Students will leave school at 11.00am and travel to High Wycombe Train Station by minibus and we will then travel by train to the theatre for a 2.30pm performance. Students will return to High Wycombe Train Station by approximately 6.30pm. **Students will need to bring £7.50 for their travel on the train and tube.** Please make arrangements for your child to be collected from High Wycombe Train Station.

The cost of the ticket is £14.00. The costing of the trip will be in accordance with the DfE's guidelines with respect to voluntary contributions. Cheques should be made payable to '*The Highcrest Academy*' and should have the name and form of the student, as well as the name and date of the trip printed clearly on the back. Places are limited so a quick reply is essential to ensure your child gets a place.

Students will need to wear school uniform and should bring along a packed lunch and either bring a snack or bring money to buy a snack at the theatre. If your child is entitled to free school meals, please indicate on the reply slip attached. Students will not be allowed to leave the theatre at the interval. If students bring money or personal items with them on the trip, they do so at their own risk; the school takes no responsibility for the loss of, or damage to such items.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

Mrs T Toohy-Knowles
Head of Performing Arts and House System/Trip Leader

**PLEASE RETURN THIS REPLY SLIP TO THE FINANCE OFFICE BY
FRIDAY 18 OCTOBER 2019**

I give permission for my son/daughter* to attend London County Hall to see Witness for the Prosecution, BTEC Drama trip on Thursday 28 November 2019 and enclose £14.00

Cash

Cheque

Pupil's **full** name: _____ Form: _____

I **agree** to my son/daughter receiving medication as instructed and any urgent dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

I **confirm** that the medical information held at school is up to date. I will inform the Group Leader/Head Teacher as soon as possible of any change in the medical or other circumstances between now and the commencement of the journey.

I **acknowledge** the need for my son/daughter to behave responsibly. If your child has not been allowed to attend this trip because of poor behaviour, *the monies will not be refunded*

My child is entitled to free school meals

Signed: _____ Parent/Carer Date: _____

Full Name (capitals): _____

EMERGENCY CONTACT NUMBERS DURING THIS TRIP: _____

I will be collecting my child from High Wycombe Train Station at 6.30pm