

NJC/avt

1 November 2017

Dear Parent(s) / Carer(s)

**Trip No: 4049 - Optional Trip During Term Time to Birmingham NEC Skills Show  
On 16th November 2017 – Years 11 12 and 13**

I am writing to advise that on Thursday, 16<sup>th</sup> November there will be a trip to The Skills Show at the NEC in Birmingham. This is open to Years 11, 12 and 13. The Skills Show is the nation's largest skills and careers event. Attracting over 75,000 visitors, the show provides hands-on experiences that inspire young people to explore further education, skills and Apprenticeships. It is an ideal opportunity to explore a wide range of apprenticeship and career options through demonstrations, talks and one-to-one discussions. More details about the activities on offer can be found on this link <http://www.findafuture.org.uk/the-skills-show/plan-your-visit>

At the Skills Show there are more careers, further education and training providers than any other event, with hundreds of different industries, skills and interests to explore, try out skills across a huge range of careers, like web design, cooking and telecommunications. Also students will be able to meet top employers like Virgin Media, Toyota, Cross rail and NHS Careers to discuss opportunities, get expert careers advice about the routes into vocational careers – from university to apprenticeships. There will be exclusive jobs, apprenticeships and work experience vacancies to help students make that next important step in their career.

Students will be required to meet with Mr Cook outside north block at 07:30. They will need to dress according to the school dress code. Students will need to bring with them a packed lunch and any drinks or snacks that they will require for the day. I would also recommend that they bring a notepad and a pen for any notes that they may wish to make whilst looking at the different displays and stalls. We are aiming to return to school for approximately 17:30.

If you would like your child to go on this optional trip you are invited to make a voluntary contribution of £16.50 which will cover the cost of this visit. We must inform you that as the school could not bear the cost of the visit, the visit will not take place unless parents who are able to pay are willing to contribute. If you are unable to contribute, you are invited to contact the Assistant Head: Director of Finance & Resources.

**Please complete the [consent and payment form](#) available to download from the school's website** or return the slip attached to this letter indicating your preferred method of payment. Please note that all trips will be allocated on a first-come, first-serve basis, places will not be confirmed until your payment is received, therefore we recommend that you respond as soon as possible. All cancellations must be provided in writing to the Finance Office. You will be liable for all costs incurred by the school up to the point of cancellation.

Please be aware that the school reserve the right to refuse a place on this trip for any pupil whose attendance falls below the acceptable level and/or their behaviour has been a cause for concern. In line with our School Trips Policy, if there is a need to contact your child while they are out of school, please phone Mrs Sally Pringle on 07938 225451 or Mr Oliver Price on 07925019743.

Yours faithfully

**Mr N Cook**

Assistant Headteacher  
Careers Education and Guidance

**Mrs S Pringle**

Assistant Head: Director of Finance &  
Resources

Encl.

# Reply Slip

**Trip No: 4049 - Optional Trip During Term Time to Birmingham NEC Skills Show  
On 16th November 2017 – Years 11 12 and 13 (NJC)**

If you wish to complete this reply slip electronically, then please complete the [consent and payment form](#) available to download from the school's website

Student's Name: \_\_\_\_\_

Form: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Does your child suffer from any medical conditions?  Yes  No

Will this medical condition affect them taking part in the activities?  Yes  No

If yes, please give details including treatment that they currently receive for this/these medical conditions: \_\_\_\_\_

\_\_\_\_\_

Enter any known allergies to drugs, medicines or food and/or special dietary requirements:

\_\_\_\_\_

\_\_\_\_\_

Has your child been immunised against tetanus?  Yes  No

**Please provide us with two emergency contact numbers:**

Number: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Number: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

**For overseas visits only, please confirm that you have included:**

Copy of Passport included  Yes  No

Copy EHIC included  Yes  No

## Declaration

I agree to my child taking part in the above mentioned visit and to their participation in the activities to be undertaken during the day. I support the need for obedience and responsible behaviour on their part.

To the best of my knowledge, my child is not suffering from any medical condition that makes them unfit to participate in this visit. I agree to my child receiving medical treatment as considered necessary by the medical authorities present.

**Payment Method – £16.50**

<input type="checkbox"/> Wise Pay (via Internet) <sup>1</sup> Preferred payment method	<input type="checkbox"/> Cheque <sup>2</sup> Cheques payable to The John Warner School	<input type="checkbox"/> Cash <sup>2</sup>
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<sup>1</sup> If Wise Pay is showing that the trip is full, please contact the Finance department in the first instance. If you wish to pay by Debit or Credit card directly rather than through Wise Pay, then please contact the Finance Department.

<sup>2</sup> If paying by cash or cheque, please put your payment in an envelope which should be labelled with the name of the trip, your child's name, form and the amount enclosed. We would appreciate your cooperation by requesting that your child places the response slip in the trips box, which is located at Student Services.

All outstanding payments must be with the school a minimum of four weeks prior to the start date of the trip unless an earlier payment date is stated on the original letter.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Parent / Carer**