

January 2015

Dear Parents/Carers

Proposed Educational Visit to Think Tank Science Museum

I am currently looking at the possibility of organising an educational visit to the Think Tank Science Museum on Thursday 12th February 2015. Although precise timings will be announced nearer to the date once all bookings have been confirmed, it is likely that we shall leave school at 9.00am and return by 3.35pm. Whilst not essential to the work that we are currently doing in year 7 the visit will support this work significantly and will enable students to deepen their understanding of the Science topics being studied at KS3.

As this is a visit which will take place wholly in school time we cannot charge for it but, if it is to proceed, then a contribution of £11 will be required for each participant. It will not be possible for the visit to go ahead if sufficient contributions to cover the cost of the trip are not received by the closing date for booking which is indicated later in this letter. The contribution made will cover the costs of:

- entrance fees including a Planetarium Show
- insurance cover
- travel by coach (It is expected that seatbelts will be worn by all group members throughout the journey.)

Students will be expected to show the highest standards of behaviour and courtesy during the visit.

All students will need a packed lunch and drink (which must not be in a glass bottle), a pen and pencil and a clipboard or book to lean on. Pupils will be required to wear school uniform and should have an appropriate coat for the weather for movement between the coach and the Museum. Students who have mobile phones may bring them but will be asked to switch them off and put them away safely and securely during the visit itself. Students will be responsible for any valuables they bring.

As this activity is considered to have only normal everyday risks it is covered by the Local Authority's standard public liability insurance and no further insurance has been provided.

If you are in agreement for your child to take part in this activity then the necessary contribution can be made via the ParentPay website or, alternatively, a cheque can be sent into school made payable to **Staffordshire County Council**.

If you are in agreement for your son/daughter to take part in this visit then I should be grateful if you could return the attached parental consent form by 30th January 2015, so that arrangements for the visit can proceed. This should be returned to Bader Reception in an envelope marked 'For the Attention of Mrs Jetson and clearly labelled with your child's name and tutor group and the date and destination of the educational visit. Where a contribution is requested and ParentPay has not been used then a cheque for the appropriate amount (payable to Staffordshire County Council) should also be enclosed.

I hope that you will feel able to support us in this activity and that it proves to be an enjoyable and worthwhile educational visit for us all.

Yours faithfully

Dr Derrick Squire
KS3 Science Coordinator