19 March 2018

Dear Parents and Carers

**German GCSE Study Day in London**

The tickets for the GCSE German study day on Friday 27 April 2018 at the British Film Institute have now been booked and transport has been arranged. However, due to fewer students attending than expected, the total cost of the trip has risen by £12, from £26 to £38.

I would appreciate it if you could please forward the remainder of the monies to the Bursar’s office by Friday 30 March.

Please do not hesitate to contact me should you have any queries regarding this.

Yours sincerely

Miss A Gilby
**MFL**
agalby@rickmansworth.herts.sch.uk
To: Bursar’s Office  
Re: German GCSE Study Day in London

Form & Teaching Group ………………………………………………………..

☐ Having read and understood the details of the visit as set out in the letter of 19 March 2018, I wish my son/daughter ……………………………………………………………. (Name in block capitals) to participate in the trip to the British Film Institute.

☐ I acknowledge the need for my son/daughter to behave responsibly and agree to the School’s procedures in this respect. Although the staff of the School escorting the party will exercise due care and attention, I understand they cannot necessarily be held responsible for any loss, damage or injury, which may befall my child named above during or as a consequence of the journey and visit. I understand that upon return to School my child will no longer be under the authority of the School and my child is aware of the arrangements for getting home.

☐ I understand that the School reserves the right to remove any student whose behaviour at School does not meet the standards required of all our students. In such cases any deposits paid will be non-refundable, and the full cost of the trip may be payable if a replacement cannot be found.

☐ I understand that I must notify the School office of any change in the medical condition of my son/daughter, and of any change to the Emergency contact numbers provided below.

Emergency Contact Number 1:……………………………………………………………..

Emergency Contact Number 2:……………………………………………………………..

Please tick against method of payment below:

Online payment: I am registered for the School internet payment facility and would like to make online payments. Please check back daily should the system not yet show this item. ☐

Cheque payment: please make cheques payable to Rickmansworth School and hand in at the Bursar’s Office ☐

Cash payment: please hand in with this slip at the Bursars’ Office ☐

Pupil Premium: My son/daughter is in receipt of Pupil Premium ☐

My email address is…………………………………………………………………………………………………………

Signed (Parent/Carer)…………………………………………

If the payment is in cash and over £20 a receipt MUST be obtained from the Bursars Office. Cheque and cash payments MUST be placed in an envelope clearly labelled with the Student’s name and the payment reference. Thank you.