11 October 2018

Dear Parents and Carers

Poetry Live GCSE Apollo Theatre – Poetry Conference February 1, 2019

We have been able to secure a limited number of tickets for this annual event created by Live Poetry for GCSE English Literature students. Several of the poets that the students’ study, will be present at this event, discussing their work, answering student questions and developing in the attendees a deeper understanding of their works. This is a very popular event, which many of our current English teaching staff have attended, and they attest to the day’s value and enrichment for GCSE literature students. For example, Poet Laureate Carol Ann Duffy is in attendance.

If you would like to review this event in more detail, please do so at http://poetrylive.net/event_categories/london-2015/

If you would like to take us up on this opportunity please respond to this request as soon as possible as there are a limited number of spaces. The cost includes admission and coach transport to and from the venue and the School. It does not include lunch or refreshments which the students will need to bring with them. The total cost of the trip is £37.50, and for pupil premium students, the cost is £18.75. Please note, that if after four weeks you have not accepted/paid for this offer, the tickets will be offered to other class groups.

The Poetry Conference is scheduled from 10.30am until 3pm. The coaches will be departing at approximately 8.50am, with the return time at Rickmansworth School estimated at 4.30pm. Transport is with Peter Reynolds Coaches.

Yours sincerely

Ms C Bourne
Assistant Head of English
To: Bursar’s Office  
Re: Poetry Live GCSE Apollo Theatre  

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

☐ Having read and understood the details of the visit as set out in the letter of 11 October 2018, I wish my son/daughter ................................................................. (Name in block capitals) to participate in the trip to Poetry Live GCSE Apollo Theatre.

☐ 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.