28 February 2019

Dear Parents and Carers

**Woman in Black Theatre Trip**

The Drama Department has arranged for our GCSE Drama students to travel to the Fortune Theatre to see *Woman in Black* on the evening of Tuesday 12 March 2019. This trip forms part of their GCSE examination and therefore it is essential they attend the trip.

Travel for this trip will be by coach and **we will meet at Rickmansworth School at 5:15pm, ready to leave at 5:30pm prompt.** The production starts at 8pm and is 2 hours in duration including interval so it is anticipated that **we will arrive back in Rickmansworth at approximately 11:15pm.** We will request that students notify parents approximately 15 minutes by mobile phone giving our ETA.

The cost of the trip is £32.00 per student to include the theatre ticket and travel by coach. Students may wish to bring some money with them, as there will be an opportunity to purchase refreshments and a programme should they wish. They are advised to eat their evening meal beforehand.

Please complete the slip below and return it to the Bursars Office no later than Friday 8 March.

Yours sincerely

Mr J Waters
Teacher of Drama
To: Bursar’s Office
Re: Woman in Black Theatre Trip

☐ Having read and understood the details of the visit as set out in the letter of 28 February 2019, I wish my son/daughter ………………………………………………………….. (Name in block capitals) to participate in the trip to Woman in Black Theatre Trip.

☐ 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.