5 September 2018

Dear Parents and Carers

**Year 10 GCSE Art trip to Kew Gardens - Friday 21 September 2018**

I am writing to inform you about a forthcoming GCSE Art trip to Kew Gardens. This trip will serve as an excellent starting point for the first coursework project and students will gain important photographic reference and observational drawings.

We will meet promptly at 8.40am outside the Sports Hall. All students must bring a packed lunch, as space is very limited in the Kew cafe. The day will entail a great deal of outdoor work, and so for this reason School uniform is not required but appropriate dress and footwear is essential. Students must bring a camera with ample memory/film and batteries (as required), as well as a small sketchbook and pencils/pens for quick drawings and note taking. We will return to School by approximately 3.15pm.

In order to cover the cost of entrance to the gardens and transportation, a voluntary contribution is required of £17. Please complete this permission slip and organise payment accordingly by Wednesday 12 September. All cheques should be made payable to Rickmansworth School. All payments by cheque or cash should be handed in to the Bursars’ office in a named, sealed envelope clearly marked with ‘Year 10 Art Trip to Kew Gardens’. If there are insufficient contributions, the trip will unfortunately not take place.

Please contact me by email at WParks@rickmansworth.herts.sch.uk if you have any questions or concerns.

Yours sincerely

Ms Wendy Parks
Head of Art and Design
To: Bursar’s Office  
Re: Year 10 Art Trip to Kew Gardens – Friday 21 September

Name ..................................................................................................................

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

☐ Having read and understood the details of the visit as set out in the letter of 5 September 2018, I wish my son/daughter .................................................................
(Name in block capitals) to participate in the above 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 son/daughter will no longer be under the authority of the School and my son/daughter 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 ☐

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

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

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

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.