25 October 2018

Dear Parents and Carers

Year 13 Trip to ‘Geography in Action’

The Geography Department has organised a trip to the ‘Geography in Action’ study day in London on **Wednesday 7 November**. The venue is the Emmanuel Centre in London.

The inspirational and informative nature of this study day will appeal to all A-level and IB Geography students studying or about to study globalisation, changing places and the carbon cycle. The day also features a special session with expert hints and tips for exam success. The students will be able to attend lectures from five subject experts on A-level topics.

We will meet at Croxley Green Tube Station at 9am. Students should bring their Oyster cards or sufficient money to pay for their own travel. Students should bring a packed lunch. Students should adhere to the Sixth Form Dress Code on the day.

The cost of the trip is £29. In order for your son/daughter to take part in the trip, you will need to complete this GroupCall reply slip and organise your initial payment **by Tuesday 6 November**. Payment can be made online by SCOPAY, or alternatively by cheque (payable to Rickmansworth School) or cash, which should be placed in a sealed envelope marked with your son/daughter’s name and ‘Geography in Action’ and handed in to the Bursars’ Office.

Please do not hesitate to contact me with any queries.

Yours sincerely

Mr J Carrera
Head of Geography
To: Bursar’s Office  
Re: Year 13 Trip to ‘Geography in Action’  

☐ Having read and understood the details of the visit as set out in the letter of 25 October 2018, I wish my son/daughter ……………………………………………………………………. (Name in block capitals) to participate in the trip to ‘Geography in Action’.

☐ 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 ☐

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.