

# Hylands School

An Academy within The Kemnal Academies Trust  
Headteacher: Mr T Thorpe



JH/kjm

October 2016

Dear Parent/Carer

A trip has been arranged for Year 12 students to go to The Institute of Education for a study day on Aspects of Tragedy on 10<sup>th</sup> November 2016.

We will be meeting at Chelmsford Railway Station at 9:15 am and should return to Chelmsford Station at approximately 5:30 pm. The cost of this trip is £23, to cover entrance and insurance (provided by Zurich). Students will need to pay for their own train ticket and bring/buy lunch on the day. We must emphasise that if we do not receive sufficient funds the trip may not take place.

The school reserves the right to refuse to accept payment, or subsequently withdraw this offer where there is reason to suggest that a student's participation may prejudice the safety or good conduct of the trip. Should the school cancel the visit for any reason, a full refund will be made, however, if you cancel the place, we regret that we may not be able to offer you a refund unless we are able to recover the costs involved.

If you would like your son/daughter to take part in the above visit please complete and return the attached Trip Consent form. The preferred method of payment is by secure on-line ParentPay using your debit or credit card, your ParentPay user name and password. Cheques should be made payable to Hylands School. Receipts will only be issued for cash payments. Place completed form and any cheque/cash in an envelope marked with your child's name, tutor group and trip name and deposit it in the collection box marked 'Trips' in Student Reception.

If you would like further details of the visit, please do not hesitate to contact me at the school.

Yours faithfully

Mrs J Harold  
Assistant Headteacher