



SC/el

18th October 2017

Dear Parent/Carer

Skills London 2017 Careers Event

We have been very fortunate in securing tickets to the Skills London 2017 Careers Event at ExCel London and I am delighted to be able to write to you inviting your son/daughter to be part of this trip on 24th November 2017 at no cost to yourself. This event offers the opportunity to interact with leaders in employment, education and training in a highly interactive environment. There will be local, national and international organisations offering jobs, training and course places. More information can be found on <http://skillslondon.co.uk/>

A coach will be provided to transport us to and from the venue and we are booked to attend the event from 12.30-2.30. A packed lunch will be provided for all students attending the event – please let us know if your son/daughter has any dietary requirements. We will be leaving Hylands at approximately 10.00am, so your son/daughter will be expected to attend their first lesson before leaving school promptly at 10.00am. The coach is expected to return to Hylands at approximately 5.00pm on that day. We will permit the students to have their mobile phones with them should they wish so that they contact you when we are close to arriving back at school and also to enable them to use them appropriately during the day as necessary.

Please return the slip below to me by 11th October confirming whether your son/daughter will be attending. If you have any queries regarding this, please contact me.

Yours faithfully,

Mrs S Cowen
Assistant Headteacher

Please complete and return to Mrs Cowen via reception by Wednesday 8th November 2017.

Skills London 2017 – 24th November – ExCel London

Student Name: _____

I do / do not give permission for my son/daughter to attend the Skills London Careers Fair on 24th November.

Please complete and return the attached dietary and medical forms and return with this slip.

Parent/Carer Signature: _____