

October 2018

Dear Parent/Guardian

Year 10/12 trip to Jaguar Land Rover 4th December 2018

We are organising an outing to the Jaguar Land Rover plant in Castle Bromwich for 40 year 10 and year 12 Business Studies students. The students will get a guided tour of the factory covering the press shop, body in white build, trim and final stage, and car dispatch. In addition there will be a workshop that will include lean production activities. The students will be accompanied on the tour by a trained tour guide and members of the Business Studies department.

A packed lunch is required. Year 10 students **must** wear the correct school uniform and ensure they are wearing sensible shoes. Year 12 will need to be in long trousers with a long sleeved top and flat, closed toe shoes. All jewellery must be removed before entering the factory so ideally please leave it at home.

Students will travel from The Holt, leaving at 07.00 by coach, returning by 17.00. Any change to this time will be communicated via the students to yourselves. Please let us know if your child is allowed to make their own way home, or if you will be collecting them. You can do this by choosing the correct option when you pay on WisePay.

There will be a charge of £42 to cover the tour, transport and insurance. We reserve the right to cancel this trip should we not have the take up required. In case of severe financial hardship please contact Ms Royle, Assistant Headteacher who may be able to put you in touch with agencies that could help, or to discuss the situation.

Payment for the trip needs to be made via WisePay; simply login to your WisePay account for details. If you need a reminder of your WisePay login please e-mail j.gale@holt.wokingham.sch.uk. In the event of difficulties using this system, please telephone Mrs Simmons, the Deputy School Business Manager.

Payment for the trip will be deemed as your giving consent. However, **if the school receives Pupil Premium funding for your child**, then please give your consent here <https://www.surveymonkey.co.uk/r/PP2018-19> and do not make a payment. Please ensure to let us know whether your child will be making their own way home, or if you will be collecting them by answering the final question on the survey monkey.

We reserve the right to cancel this trip should we not have the take up required. In the case of the trip being oversubscribed, a ballot will be held, and those unsuccessful will receive a full refund.

By giving consent, you are agreeing to us sharing your child's data with the organising company and any necessary third party suppliers. You are able to check and amend the data that we hold for your child using the SIMS Parent App. Please ensure this is always kept up to date.

The deadline for this trip is **5th November**. Please ensure you have made payment, or in the case of Pupil Premium, given consent by this date.

Thank you for your support.

Yours sincerely



Mrs M Styles
Head of Economics and Business Studies