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November 2017

Dear Parent/Guardian

On Tuesday 5th December a trip has been organised for the Year 11 students to visit Westfield Shopping Centre, London.

We will be travelling by coach, departing from school at 14.15. We will be leaving London at 19.30 returning to school at approximately 20.30

Your daughter will need to bring money for food and spending if she wishes and she will be able to bring a change of clothes to change into before departure. She must, however, be in uniform for registration and periods 1-4.

Should your daughter not wish to attend then she will be expected to come to school for the usual school day. Lessons will be taught as normal and those attending the trip will be expected to catch up with the missing work in their own time.

Due to the nature of this trip there will be times throughout the day when your daughter will not be supervised by an accompanying adult. However there will be members of staff on duty at all times based at an agreed venue and your daughter will have the school mobile phone number which I will have at all times.

The cost of the trip will be £15. We reserve the right to cancel the visit should there be insufficient support. **Payment for the trip** needs to be made via WisePay **by the deadline date of Wednesday 22nd November**; 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 case of severe financial hardship please contact Ms Kate Royle, Assistant Headteacher, who may be able to put you in touch with agencies that could help or to discuss the situation with you.

There is no separate consent, you paying for the trip is 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/PP2017-18>.

Yours sincerely

Mrs Holland
Head of Year 11