



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Participation Achievement Support Success

Headteacher: Mr Jon Ford

Imberhorne Lane, East Grinstead,
West Sussex, RH19 1QY
T: 01342 323562
F: 01342 317366
email: info@imberhorne.co.uk
www.imberhorne.co.uk

Ref: TMO/DA

January 2012

Dear Parents(s)/ Guardian(s)

Ref: KS5 trip - 'The Comedy of Errors' at the National Theatre, London, on Thursday 23rd February 2012

We have booked tickets for **The Comedy of Errors on Thursday 23rd February 2012**. The performance is at the **National Theatre (The Olivier) in London** starting at **7.30pm**. We will be travelling by train, meeting at **East Grinstead Station** at **5.00pm**. The running time of the show is 2hrs and 20 minutes and our expected return time is **11.30pm**. We will be returning to East Grinstead Station.

The cost for each student is **£31.50**, which covers travel, tickets, insurance and a voluntary donation of £1 to the Sports Hall Fund; please see below for further details regarding the donation.

It is a compulsory part of the A2 Theatre Studies course; the students will be writing about this production in their A' level exam. I am sure that this trip will meet the needs of our course and provide a great night's entertainment. Here a few review snippets to whet your appetite: 'A comic delight... a savvy modern dress production set in a recession-ravaged city'. *Daily Telegraph* 'Lenny Henry is wonderfully funny.' *Independent* - 'Wall-to-wall joy;' 'Sublime' *Daily Mail*.

Photographs of students on this trip may be used for display and publicity. If you do not wish photos to be used, please contact me.

If you would like your son/daughter to attend you may confirm and pay in one of two ways, either through **Parent Pay** (instructions attached) or by completing and returning the consent slip below, together with a cheque for the full amount made payable to Imberhorne School by **Friday 27th January**. Please remember to write your son's/daughter's name, year group and the trip title on the reverse of your cheque **and on the envelope**. Please address your envelope to Mrs J Botting, Finance Officer at Imberhorne Lane.

Please note that for this academic year the governors are requesting an additional 'donation' of £1.00 within the cost of any school trips towards the school's Sports Hall fund. This sum is therefore already included in the total cost of the trip; if you do not wish to make the donation please reduce your payment by £1.00. If you wish to 'gift aid' the payment please sign on the reply slip to confirm this.

Please also ensure your son/daughter has any medication that they may need, clearly labelled, and that this is given to a member of staff prior to the event commencing.

Yours faithfully

Mrs Moore
Drama Teacher

c.c. Mrs J Botting

Enc



Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY





KS5 trip, The Comedy of Errors, Thursday 23rd February 2012- TMO

I give permission for my son/daughter: **Name** _____ **Year/form** _____ to attend the Comedy of Errors performance.

Please tick chosen method of payment:

I enclose cash/a cheque for **£31.50** made payable to Imberhorne School
I have paid the full amount via the Imberhorne **Parent Pay** system

I understand that, while the school staff in charge of the party will take all reasonable care of the students, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son/daughter arising out of the visit. I have also ensured that my son/daughter has any medication that they may need, clearly labelled so it can be given to a member of staff prior to the event commencing.

If your son/daughter has any medical conditions please outline in the space below.

.....
.....

Please provide two contact numbers that can be used in case of an emergency:

.....

Signed _____ (Parent/Guardian) **Date** _____

Imberhorne Sports Hall fund

I would like my £1.00 donation to Imberhorne School to be gift aided.

I confirm I am a registered tax payer to the UK

Signed Date

Post code

Using Parent Pay to confirm and pay for school trips



Please log onto Parent Pay. Selecting the tab at the top of the page 'Items for payment'.



Once on this page you will find you have options to top up your son/daughters credit for their school meals account. You will also find details of any forthcoming trips they are eligible to attend (trips will only appear on this page when trip letters are produced and sent home).

To give consent for your son/daughter to attend a trip you need to firstly 'select' the trip by clicking on the first box by the trip description. You then need to give consent by clicking on the second box under the heading 'consent'.

The cost of the trip will be in the third box. Since we have introduced, at the governors' request, a £1.00 optional donation for all trips you are able to reduce the amount in this box by £1.00 if you so wish.

The fourth box is under the heading 'Notes'. In this box you need to enter three pieces of information.

Two emergency contact numbers and appropriate medical information (relevant to the trip)

Please type in.

Contact 1 – followed by the number

Contact 2 – followed by the number

If relevant please also add,

Medical information – followed by appropriate information (for examples; Asthma – carries an inhaler)

If you haven't use Parent Pay before, or have forgotten your login details, please contact I.T.Support – itsupport@imberhorne.co.uk or tel 01342 310989.