



WEST SUSSEX COUNTY COUNCIL

# IMBERHORNE SCHOOL

Participation Achievement Support Success

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Ref: AWE/DA

January 2012

Dear Parent(s)/Guardian(s),

## AS Travel & Tourism Day Trip to Calais on Tuesday 28<sup>th</sup> February 2012

We have organised a day visit to Calais on **Tuesday 28<sup>th</sup> February** to provide our Travel and Tourism students with some excellent vocational experiences for their AS course. We will be departing by minibus from Imberhorne Lane at **7:30am** to cross the Channel with P&O Ferries from Dover at **11am**. The return leg will be leaving Calais at **5:50pm** on Eurotunnel and with the aim of being back at Imberhorne Lane by **9pm**. All students must have their own **valid passport**.

The cost for each student is **£38.00**, which covers all transport, insurance and a voluntary donation of £1 to the Sports Hall Fund; please see below for further details regarding the donation. Students will be required to bring enough money to buy lunch, or alternatively, you can supply a packed lunch. It is envisaged that there will be some free time to shop so students can bring a small amount of pocket money for personal gifts if desired.

This trip has been arranged to coincide with the students investigations of 'International Travel' in preparation for their summer examination. This opportunity will enable the students to experience first-hand the range of facilities provided by ports for the travelling public and also by international transport companies. In addition, it will also provide an insight into the "Marketing" unit that the students will look at during Year13. In these units the students are asked to draw upon experiences from tourist attractions, destinations and methods of transport.

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.

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.

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 24<sup>th</sup> 2012**. 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 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 trip commencing.

If you have any questions about this visit, please contact me at school or e-mail: [awebster@imberhorne.co.uk](mailto:awebster@imberhorne.co.uk).

Yours faithfully,

**Mr A Webster**  
Visit Leader

cc: Mrs. J Botting

Enc



Specialist Schools  
and Academies Trust  
EXCELLENCE AND DIVERSITY





**AS Travel and Tourism Day Visit to Calais on Tuesday 28th February 2012**

I give permission for my son/daughter Name \_\_\_\_\_ Form \_\_\_\_\_  
to visit Calais.

Please tick chosen method of payment:

I enclose cash/a cheque for **£36.00** 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 trip 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 the option 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)

Be aware that you can only use the 'space' key on the computer when entering details in this box. If you press 'tab' or 'enter' you will find the page closes down.

If you haven't used Parent Pay before, or have forgotten your login details, please contact the I.T. Support team either via e-mail – [itsupport@imberhorne.co.uk](mailto:itsupport@imberhorne.co.uk) or telephone 01342 310989.