



WEST SUSSEX COUNTY COUNCIL

IMBERHORNE SCHOOL

Participation Achievement Support Success
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Ref: JHE/JG

4th January 2012

Dear Parents(s)/ Guardian(s),

Year 9 Geography Gifted and Talented trip to Kew Gardens on 27th January 2012

Your son/daughter has been identified as being Gifted and Talented in Geography and I would therefore like to invite him/her on a trip to **Kew Gardens** on **Friday 27th January**. We will be attending an activity tour and workshop on sustainable development in the rainforest. As a result of this students will be expected to enter an International Schools essay competition.

The cost of the trip is £17.00 which includes the train fare and the cost of a tour and workshop. We will be leaving school at 9.00am and walking to East Grinstead station to catch the train. We will be returning to East Grinstead station between 4.00 and 4.30pm where you will need to arrange to collect your child.

Students are to bring with them a packed lunch and drink, pens, pencils, clipboard and a waterproof coat. Details of the competition will be given to students on the day but further information can be found at <http://www.livingrainforest.org/explore/schools-debate/schools-resources/>

Under current legislation I am obliged to point out that the contribution is voluntary but I must inform you that unless all parents who are able are willing to contribute, the trip may not take place. Limited financial assistance is available in certain cases. Please contact me in confidence if you are unable to contribute so that suitable arrangements can be made.

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. 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 S Cook, KS3 Admin Manager at Windmill Lane.

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 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 trip commencing.

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.

Yours faithfully

Miss J Hewitt
Trip Organiser



Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY





Year 9 Geography Gifted and Talented trip to Kew Gardens on 27th January 2012 / JHE

I give permission for my son/daughter Name _____ Form _____
to visit Kew Gardens.

Please tick chosen method of payment:

I enclose cash/a cheque for **£17.00** 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 Print Name

Post code Date



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 have not used Parent Pay before, or have forgotten your log in details, please contact IT Support – itsupport@imberhorne.co.uk or telephone 01342 310989.