



WEST SUSSEX COUNTY COUNCIL

**IMBERHORNE SCHOOL**

Headteacher: Mr Martin Brown

Compassion

Achievement

Respect

Endeavour

*The cornerstones of our  
learning community*

Ref: JTU/cb

October 2018

Dear Parent(s)/Carer(s)

**Re: Years 11-13 trip - Skills London 2018, ExCel London, Friday 23<sup>rd</sup> November 2018**

As part of our careers provision, we are again organising a trip to the **Skills London** event on **Friday 23<sup>rd</sup> November**. This year we are providing the opportunity for our Year 11-13 pupils to attend. It is one of the largest careers and skills events in the UK, for more information please see the following <https://skillslondon.co.uk/our-events/skills-london/skills-london-2018/>. Attending this event will be particularly useful for students who are considering an apprenticeship - either as an alternative to 'A levels,' or after completing their Post 16 courses - and will enable them to find out more about the opportunities available.

The cost for each student is **£10.50** which covers travel and insurance. I must make you aware that there are a limited number of places available on this exciting trip.

We will be travelling by coach, departing promptly from the Imberhorne Lane site at **9.00am** and returning by approximately **3.00pm**. Your son/daughter should bring a packed lunch or extra money to purchase refreshments at the show and wear full school uniform.

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 Mrs Botting, Bursar on [jbotting@imberhorne.co.uk](mailto:jbotting@imberhorne.co.uk) in confidence if you are unable to contribute so that suitable arrangements can be made or if you have any queries or difficulties regarding the on-line payment system.

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.

We require parental consent in order to take students off-site on trips or to attend events. Parental consent is considered to have been given once the trip or event is paid for on Parent Pay. Please ensure you have completed the required acceptance on Parent Pay by **Monday 5<sup>th</sup> November**. We will use the emergency contact details we have on our database for your son/daughter for this trip. If, however, the contact details or medical conditions have changed, please update this on SIMS Parent immediately.

If you have any questions regarding this event, please do not hesitate to contact me either by phone or email: [jturner@imberhorne.co.uk](mailto:jturner@imberhorne.co.uk).

Yours faithfully

**Mr J Turner**  
**Careers/Futures**  
**Imberhorne School**

Cc Mrs J Botting

**Imberhorne Lane**

**East Grinstead**

**West Sussex**

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