

30 June 2016

Dear Parent/Carer

**NEC Skills Show, Birmingham, Thursday 17 November 2016**

We have 40 places available for a Year 9 visit to the NEC Skills Show, Birmingham, on Thursday, 17 November 2016.

We will be travelling by coach, leaving school at 8.30 am and returning at 4.30 pm. Students will need to wear uniform and bring a packed lunch, or some money to buy lunch at the show.

This visit will enable students to visit stalls by local employers, apprenticeships, colleges, universities and training providers. It forms part of the Year 9 careers provision in school and will assist students when considering their options in Year 9, whilst introducing them to local industries.

The cost of the trip is £14. Details of how to make payment, costs, financial assistance, etc. are shown on the back of this letter. Places will be offered on a first come first served basis with slip and payment/deposit.

Yours faithfully

**S Wincott**  
**Co-ordinator of Social Sciences**

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**NEC Skills Show, Birmingham, Thursday 17 November 2016**

Student's name: ..... Form: .....

Please tick the appropriate boxes:

- I give permission for my child to attend the proposed trip.
- I enclose a non-refundable payment of £14 (Cheques to be made payable to Carleton Community High School).
- Payment made online.
- My child is in receipt of Free School Meals. Please provide details of financial assistance available.
- I acknowledge the need for responsible behaviour on the part of my child.
- I understand that my child will be withdrawn from the trip if they do not meet behaviour expectations within lessons.
- I give permission for any medical treatment, including the use of anaesthetic, to be given in case of emergency.
- I will make arrangements for my child's safe journey home on return to school.
- My child is in receipt of Free School Meals and would like a packed lunch.

My day/evening phone numbers are: .....

If there is any medical information you feel we should be aware of, or new information that may not be on our school computer already, please write overleaf. Existing conditions which the school is aware of need not be added.

Signed: ..... Parent/Carer

The cost of the trip includes **entry fee, coach**, insurance and administration.

Please return the permission slip, along with your payment, to the Finance Office by **(date)**.

Payments can be made by cash, cheque (payable to Carleton Community High School) or online. If you require further information regarding online payments please contact the Finance Office.

If a cheque is returned by the bank, the option to pay by cheque will be withdrawn by the school in future. It is likely that the bank will make a charge to you for the returned cheque.

Places cannot be offered to families where there is an outstanding debt to the school.

Financial assistance up to **20%** of the final cost of the trip may be available for students who are receiving or have received free school meals in the past. Please contact Janis Lockett, Finance Manager for further information.

Where there are insufficient funds/interest the trip may be cancelled. A full refund will be given if the trip is cancelled. If however you cancel your child's place at a later date further cancellation charges may apply. Please also refer to our Charges and Remissions Policy which can be found on our website [www.carletonhigh.com](http://www.carletonhigh.com) which gives details of surplus trip balances.

Once the trip is full a confirmation text message will be sent to parents to confirm that their child has a place on the trip.