



29th February 2016

Dear Parent/Carer and Student

Travel and Tourism Trip to London - 19th to 21st April 2016

Please find enclosed a copy of the Itinerary for the above trip which includes information on our accommodation. As you can see from the itinerary, all students will need to be in the North Site Bus Park at 6.30am on Tuesday 19th April and will return, traffic permitting, at approximately 9.00pm on Thursday 21st April. Please ensure that you are ready to collect Zoe at 9.00pm sharp to avoid any further delay.

Helston Community College staff will be acting in loco parentis and therefore please be advised that the College's code of conduct will need to be adhered to at all times during the above dates.

All students will be required to attend a pre-trip meeting on Monday 11th April with Assistant Headteacher Paula Martin and all staff going on the trip, at which the school code on conduct will again be re-enforced.

Please sign and return the reply slip below.

If you have any further queries regarding this beforehand, please do not hesitate to contact me on 01326 575022.

Yours sincerely

Mr N Sutton
Subject Leader for Travel & Tourism

Travel and Tourism Trip to London, 19th to 21st April 2016

I give permission for my child to attend the trip to London from Tuesday 19th to Thursday 21st April 2016.

- There have been no changes to my contact details or my child's medical needs.*
- There have been changes to my contact details or my child's medical needs and I have requested a replacement form from reception which will be submitted prior to the trip.*

Signed _____ Date _____
(Parent/carer)

Please return completed slip to Mr Nick Sutton by Friday 11th March 2016.