19th April 2013
KM/JS

Dear Parent/Carer

The Economics department has organised a visit to The Bank of England for Tuesday 9th July 2013. This trip is available for students of Economics and will enable students to find out the function and purpose of The Bank of England. Students will also get the opportunity to visit The Bank of England museum and this may also interest Historians.

The cost of this visit is £23.00 per student and this takes into account insurance and travel. I plan to travel to London via coach, however if demand is limited we may have to travel by train; if this is the case further information will be sent to you. Payment must be received no later than 8th May.

Payment Procedures - We ask you to use the on-line payment system to pay for this particular Trip/activity if possible.

If you have an online account, please proceed as normal.

If you have not previously created an online account please email onlinepayments@st-crispins.wokingham.sch.uk to request a Pupil Link Code and a list of instructions.

If you choose to pay by cheque please ensure that the student's name, form and the name of the Trip/Activity are clearly written on the back of the cheque, which should be made payable to *'St Crispin's School'.*

If paying by cash it must be in a sealed envelope with the students name, form, amount enclosed, Trip/Activity clearly written on the outside.

This trip is an optional visit and the school asks that the payment is made as a voluntary contribution to cover the cost. In the event that we are unable to cover the costs the trip may have to be cancelled. If you are experiencing difficulty in paying for this visit a written request for support should be submitted to the school office. In the event that the visit is oversubscribed names will be drawn from a hat from all those that have replied by the deadline. Parents are responsible for the prompt collection/return home of students after the visit.

Please feel free to contact me at school if you require any further information.

Yours faithfully

Mrs K A Mitchell
Faculty Leader for Business and Enterprise

To: Mrs K A Mitchell, Faculty Leader for Business and Enterprise
Re: Visit to the Bank of England, Tuesday, 9th July 2013.

Student: _____ Tutor Group: _____

Emergency Telephone Number for day of visit: _____

On date of visit will your son/daughter be requiring any medication? If so, please give details.

_____

(please include Epipen, Asthma Inhaler, etc.)

Any other medical condition which may affect your son/daughter's performance/safety on this activity.

_____

Family Doctor's Name and Telephone Number for emergency purposes only:

_____

I agree to staff on the visit/activity giving permission for my son/daughter to have any medical treatment that the medical authorities think necessary. I undertake to inform the school of any changes in my son/daughter's fitness prior to departure. I have ensured, as far as I reasonably can, that my son/daughter understands that it is important to safety that any rules and instructions given by the staff in charge are obeyed. I understand parents are responsible for the prompt collection/return home of students after the visit'.
Does your son/daughter have any specific dietary requirements.

_____

_____

_____

I would like to reserve a place for my son/daughter on the visit to The Bank of England. Parents are responsible for the prompt collection/return home of students after the visit.

Please tick method of payment:-

☐	I have paid by Credit/Debit Card
☐	I enclose a cheque payable to "St Crispin's School" for £23.00 with the student's name, form and year and Trip to The Bank of England on the reverse.
☐	I enclose cash £23.00 in a sealed envelope with student's name, form and year and Trip to The Bank of England on the outside.

Signed (Parent/Carer): _____ Date: _____