



Fort Pitt Grammar School



25 January 2018

Dear Parent / Carer

AS History Conference – Monday 20 March 2018

We have made arrangements for our AS History students to attend a History Conference on Tuesday 20 March. The conference venue is the London Irish Centre House in central London which is approximately 20 minutes' walk from St Pancras railway station. We will travel to the conference venue by train departing from Fort Pitt Grammar School at 8.45 a.m. and returning by approximately 5.30 p.m. – depending on the train service. The conference is tailored to our AQA specification and covers Unit 1, The Crusades. The conference speakers are current historians and have written several of the books used in the course. The lectures promise to be both entertaining and extremely useful. Students should receive comprehensive revision notes on key examination topics. The total cost of the conference, including rail and underground travel cards, will be £40.00.

There are some food outlets around the conference venue but students may wish to bring a packed lunch. If your daughter/son is entitled to free school meals please indicate on the reply slip if a packed lunch is required on the day of the trip.

Please complete the attached reply slip and return this together with the payment placed in an envelope with your daughter/son's name, form and event written clearly on the outside. This should be given to the Main Office between 8.10 a.m. and 8.25 a.m. or during morning break by 8 February at the latest. Cheques should be payable to Fort Pitt Grammar School. Alternatively payments can be made to the school bank account, sort code: 08-92-99, account number: 65150432, reference: your daughter/son's name – History Conference. No cash payments will be accepted for this trip.

I am sure that your daughter/son will find the day both enjoyable and useful. If you have any queries about the conference I will be happy to discuss these with you.

Yours faithfully

A handwritten signature in blue ink that reads 'EKirsopp'.

**Ms E Kirsopp,
Head of History**

Headteacher : Nick Watkiss BMus (Hons), NPQH, FRSA, FCoT, PQSI

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To: Main Office, Fort Pitt Grammar School
Trip Organiser: Mrs E Kirsopp, Head of History,

I consent to my daughter/son _____ of Tutor Group _____ taking part in a school trip to the History Conference on 20 March 2018

- I enclose cheque for £40.
- I confirm that I have made payment to the school account.
- I am in receipt of Free School Meals and would like to discuss payment with a member of staff.
- My daughter is entitled to free school meals and will require a packed lunch.
(Please advise if there are any special dietary requirements).

Once tickets/travel have been booked for this we will be unable to make refunds under any circumstances.

Should the necessity arise, I agree to the person in charge of the party giving consent on my behalf for an anaesthetic to be administered, or for any other urgent medical treatment to be given. **PLEASE ADVISE IF THERE ARE ANY EXCEPTIONS.**

Signature _____ Date _____
(Parent/Carer)

Emergency telephone number for 20 March 2018 _____

Give below any relevant medical information that may be required