



# Fort Pitt Grammar School



17 May 2018

Dear Parent / Carer

## Year 8 Trip to the Natural History Museum

The Geography Department would like to take Year 8 students on a trip to the Natural History Museum, London. We will be visiting the earthquakes and volcanoes galleries to support their learning of the topic.

We will be travelling from school to the museum by train and underground. We will walk from School to Chatham Station at 9 a.m. and catch the 9.33 a.m. train to London, Victoria. We will then take the London Underground two stops to the museum. Students will be in small groups, each being escorted by a member of staff. Students should arrive at school as normal that day. We will be arriving back at Chatham station for 3.30 p.m. at the latest and students will be dismissed from the station.

To give the maximum number of students the opportunity to attend this trip it will be split over 2 dates – 8L1 & 2 on Wednesday 20 June and 8L3 & 4 on Friday 22 June 2017.

As we will be travelling by train we will need to buy the tickets in advance and to enable us to do this we will have to set a strict deadline for payments of Monday 11 June. Payments after this date cannot be accepted and your daughter will still be expected to attend school and will be set work to complete.

The Natural History Museum is busy and therefore school uniform needs to be worn so that we can easily identify students. Your daughter will need a packed lunch for the day. If your daughter is entitled to free school meals please indicate on the reply slip if she requires a packed lunch on the day of the trip.

The cost of this trip to cover the train fare is £9.00 per student. Please complete the attached reply slip and return this together with the payment placed in an envelope with your daughter'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 11 June 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's name - Natural History Museum or via Parent Pay. If cash is given for this trip it is your daughter's responsibility to collect a receipt from the Main Office.

No student should be prevented from participating in this trip for financial reasons. If finance presents a genuine problem please do not hesitate to contact me.

I should be grateful if you would complete and return the reply slip if you wish your daughter not to attend, this will enable us to provide adequate supervision at school that day.

We aim to make every trip both educational and enjoyable.

Yours faithfully

A handwritten signature in blue ink, appearing to read "N Smith".

**Miss N Smith**  
Head of Geography Department

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

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To: Main Office, Fort Pitt Grammar School  
Organiser: Miss Smith Geography Department

I consent / do not consent to my daughter.....

Learning Group ..... taking part in a school visit to Natural History Museum on 20 or 22 June 2018.

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

- I enclose cheque / cash for £9.
- 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).

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.**

Please provide and relevant medical information.

Signature: ..... Date: .....  
(Parent/carer)