



Dear Parents/ Guardians

The Business Studies department are planning to run a trip to an Intensive student revision conference run by tutor2u at White City, London on Monday 1st April 2019. The revision conference is aimed at boosting their grades.

As there are only 40 places available the spaces will be issued on a **first come, first served basis**.

The cost of the conference is **£25.00** plus they will need money for lunch. We will be travelling by train and London Overground. We will be leaving Overton Grange School at 0900 and return to Sutton Station by 1630. Your son or daughter will be dismissed from Sutton Station.

*I have to inform you that under the regulations of the Education Reform Act 1988 the school cannot charge for this trip. We would ask you to make a voluntary contribution of **£25**. I should make it clear there is no obligation to make this contribution and that students will not be excluded from the visit because parents are unable to contribute. However, as we are unable to fund the activity in any other way it will be cancelled unless we cover costs. If you do have financial difficulties then please put it in **writing** to Mrs Lambert in the Finance Office.*

Those students who are classified as eligible for Pupil Premium can request funding for this trip. Please note that you must still complete and return the reply slip and that funding is not automatically guaranteed.

Replies need to be returned to the black box next to Finance by **Tuesday 29th January 2019** to secure their place.

Yours sincerely

Mrs T Hodgson

Head of Business Studies



To: Mrs Hodgson

Re: Year 11 Business Revision Workshop

Student Name: _____ Tutor Group: _____

I give permission for my son / daughter to attend the Business revision workshop on **Monday 1st April 2019**.

- I have paid £25.00 on my ParentPay account.
- My ParentPay transaction ID No. is:** _____
- I am eligible for Pupil Premium funding

Signature: _____ Parent / Guardian Date _____

Reply slips must be returned to the black box by the Finance office by Tuesday 29th January 2019