

02 October 2015

Dear Parent/Carer

As part of the Business and Enterprise Programme that your son/daughter is undertaking, I have organised a visit to 'York's Chocolate Story' on Thursday 5 November 2015.

The aim of the visit is to enable students to understand the processes involved in producing a product from sourcing the ingredients, preparation, production and packaging of the product. Students will go on a guided tour of the history of chocolate and some of the most popular brands of chocolate. In addition to this, I have also organised an afternoon workshop entitled 'The Next Best Thing'. The workshop will explore target marketing and packaging design and students will have the opportunity to work in teams and make their own brand of confectionary. I am hoping that the experience will allow students to gain a better understanding of researching, designing, making and selling products in preparation for the work they produce and sell within the business and enterprise programme.

We will be leaving College at 9.30am and returning back to College at approximately 4.15pm. As students will be returning after 3.30pm, please can you advise us if your son/daughter will be picked up from the College site, walking home or alternatively, we can arrange for your son/daughter to be dropped off at home. There may be occasions when your son/daughter will be out of the direct sight of a member of College staff. They will, however, have access to staff at designated meeting points and be equipped with staff mobile phone numbers in case of emergencies. This is classed as "remote supervision".

The Enterprise Programme will cover the costs of half the ticket price for each student. This will come out of the profits from the last academic year. The cost of the visit are as follows:

- Years 10/11 (classed as a child ticket) £5.00
- Post 16 (classed as a student and 16+ years of age) £6.00

Please ensure that your son/daughter brings a packed lunch with them for the visit. Students entitled to a free school meal will be provided with a packed lunch on the day. If your son/daughter is not entitled to a free school meal and you would like them to have a packed lunch provided by the College, please state this in the reply slip and this will be ordered prior to the visit date.

Students are not required to wear their school uniform, however, they will be walking on the visit and are advised to wear comfortable shoes/trainers and students can also bring a bottle of water/juice.

To secure the booking for your son/daughter, York's Chocolate story will require advance payment of the ticket to process all admissions for the guided tour/workshop, therefore please complete the reply slip and return it to Mrs Robinson, in the Main Office along with the total cost of the ticket price as outlined above no later than Monday 19 October 2015.

Yours Sincerely

Miss C Chohan
Group Leader

REPLY SLIP – To be returned to the Main Office at either break or lunch time

York Chocolate Story Trip – 5 November 2015

- Years 10/11 (classed as a child ticket) £5.00
- Post 16 (classed as a student and 16+ years of age) £6.00

STUDENT'S NAME: _____ TUTOR GROUP: _____

I hereby confirm that I have read and understand the arrangements for the educational visit, outlined above, and give my informed consent to my son/daughter taking part.

I also agree to my son/daughter having Remote Supervision as outlined above, when out of the sight of College staff.

I also confirm that I will be responsible for collecting my son/daughter from the visit in exceptional cases, such as if illness or unacceptable behaviour occurs.

I confirm that I will be at College to pick my son/daughter up

I confirm that I would like the College to drop my son/daughter at home after the trip

I confirm that my son/daughter will make their own way home from College after the trip

I will provide a packed lunch

My son/daughter is on Free School Meals

I would like College to provide a lunch bag with a sandwich

In case of an emergency, the telephone contact number that staff should use is:

Tel: _____

Signed: _____ (Parent/Carer) Date: _____