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Whitby
North Yorkshire
YO21 1QA



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23/2/17

Dear Parent/Carer

Careers trip to Coventry University, Scarborough Campus

As part of our ongoing Careers programme, our Year 10 students will visit Coventry University's Scarborough Campus to attend a 'Successful Futures' careers event on Wednesday 7 March 2018.

Students will be expected to arrive at the College as normal and will be briefed on the events of the day on their arrival. They will travel from the College to Scarborough by coach, arriving at approximately 11.00am. The students will be divided into three groups and each group will attend a talk on further education, higher education and apprenticeships and will also have the opportunity to look around a careers fair that will be at the venue. This is a fantastic opportunity for our students, as it will build on the information they are being giving in College about future careers and the different paths they can take to get there.

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".

Students will need to ensure that they wear College uniform on the day and they must bring a pen and a pencil with them. Students will also require a packed lunch (those entitled to a free school meal will have a packed lunch provided for them on the day). If you prefer, your son/daughter may bring a small amount of money to buy their lunch, although facilities are limited at the university. Please note that College rules regarding the use of mobile phones will remain in force when students are attending any of the talks at the university and also when they are being addressed by university students or other personnel.

This visit is part of the College's careers curriculum and no contribution towards this visit will be required from you.

Please can you complete the attached reply slip and return it to the College office, no later than Friday 2 March 2018.

Many thanks for your support in this matter.

Yours sincerely

A handwritten signature in black ink, appearing to be 'S. Graham', written over a horizontal line.

Mr S Graham
Assistant principal

Reply slip- To be returned to Mrs Nedley in the Main Office, at either break or lunchtime (SJG)

Y10 Careers trip to Coventry University's Scarborough Campus – Wednesday 7 March

Student's name: _____ Tutor group: _____

I hereby confirm that I have read and understand the arrangements for the educational visit outlined above, and therefore give my informed consent to my son/daughter taking part. I also agree to my son/daughter having remote supervision as outlined in the attached letter, when out of sight of College staff.

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

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

Tel: _____

Signed: _____ (Parent/Carer) Date: _____