

19th September 2016

Dear Parent/Carer

Re: 'The Witches' Theatre Trip –Wednesday 14th December 2016, 11.30 a.m. to 4.30 p.m.

On **Wednesday 14th December 2016**, Year 7 students have the opportunity to attend the West Yorkshire Playhouse in Leeds, to see a professional production of Roald Dahl's *The Witches*. This year marks 100 years since the birth of this fantastic children's author. Prior to the visit, students will take part in a series of lessons, celebrating the work of Roald Dahl. Please be aware that places are limited and will be allocated on a 'first come, first served' basis.

The total cost of the visit, including transport is **£20.00 per student** for which we are requesting a voluntary contribution. Payment can be made through the Academy's payment system, ParentPay. If you are unable to make a payment in this way please send your payment to the school (cheques should be made payable to Manor Croft Academy). Regardless of the method of payment the completed permission slip must be returned to school. I must advise you that if we do not have enough voluntary contributions the trip will be cancelled and a full refund will be made. Students eligible for free school meals may qualify for assistance in paying for this visit, please contact me if you would like further information regarding this.

As this is part of the normal school day, students will be expected to wear full school uniform. Students will attend morning lessons as normal and will return to school at approximately 4.30 pm. Students will be required to bring a packed lunch and a drink. If your child receives free school meals a packed lunch will be provided.

As this is a school trip we expect all students to behave in an appropriate way. I am confident that your child will continue to present excellent behaviour; however, I must advise you that if your child's behaviour deteriorates, we reserve the right to remove them from the trip. In such an event, I am afraid the full ticket price will be forfeited as payment to the theatre will have already been made and no refunds will be given for such reasons.

Please complete and return the reply slip below and medical form to student reception no later than **Monday, 3rd October 2016; the full payment must also be made by this date.**

Yours faithfully

W Fletcher-Markin

Wesley Fletcher-Markin
Director of English

'The Witches' Theatre Trip - Wednesday 14th December 2016, 11.30 am to 4.30 p.m.

Please complete and return this permission slip and completed medical form to student reception no later than **Monday, 3rd October; the full payment must also be made by this date.** I give permission for my child to attend the **'The Witches' Theatre Trip on Wednesday 14th December 2016 at the West Yorkshire Playhouse.**

Name of Student: Form:

Name of Parent/Carer: Contact Mobile No:

Signed Parent/Carer: Date:

For the safety of your child we need to know how he/she will be making his/her way home.

I will arrange to collect my child from Manor Croft Academy (please tick as appropriate)

I will allow my child to make their own way home

Payment method:

I will pay my voluntary contribution of £20.00 through ParentPay.

I have enclosed my voluntary contribution of £20.00 cash or cheque. (please tick as appropriate)