



**KING EDWARD VI
CAMP HILL
SCHOOL FOR GIRLS**

In pursuit of educational excellence for all

September 2017

King Edward VI
Camp Hill School for Girls
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Dear Parents

Othello Conference Wednesday 29th November 2017 – Year 12

Your daughter is invited to attend a conference on "Othello" which is linked to the examination text and will support your daughter's A-level English Studies. This conference will take place at Carrs Lane Centre in Birmingham. Your daughter will make her own to and from the venue, where she will be met by me at 9.30 am. The conference is expected to finish at 3.30pm.

Visits are dependent on the generosity of parents making a contribution towards the cost, which in this case is **£23.50**. Payment and consent should be made via ParentPay. When you pay for the trip on ParentPay you will be required to tick the box to give consent for your daughter to join the trip. You will also need to fill in the notes section with an emergency contact number, and details of any medical conditions of which we should be aware. If you are unable to use ParentPay please contact Mrs Kennedy, our finance officer.

If your daughter is in receipt of the 16-19 bursary, and would like to use this to fund this trip, please contact Mrs Kennedy.

All school trips are subject to the school's Code of Conduct, which please bring to your daughter's attention. A copy of the school's Code of Conduct can be found on the school's website, Parents and Students tab, select Trips and Visits.

The deadline for payment and consent is Friday 6th October 2017 at the latest. Failure to meet this deadline will cause extra unnecessary admin work and therefore your co-operation would be appreciated.

The overall cost of the trip has been calculated using current prices and in good faith to cover the anticipated costs. In the event of a surplus after all costs have been met, the amount will generally be transferred into School Fund to benefit the girls' learning.

It is also essential that the school has the most up to date medical information about your daughter and that she carries with her any medication she may require during the day. School staff are not allowed to administer medication.

Our Pupil Personal Accident Policy insures against serious injury. It is assumed that parents who wish to make additional provision, e.g. for the loss of valuables, will make their own arrangements.

We hope you will find this is a relevant educational opportunity for your daughter. If you have any queries, please contact me.

Yours faithfully

Mrs J Neal

Subject Leader English

Headteacher: Mrs L Johnson BEd. MEd.

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