



Headteacher: **Mr J Grant**
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January 2016

Dear Parent/Carer

The Business Studies department are running a trip to see enter the BASE 2016 competition at the University of Sussex, Bramer House, Falmer, Brighton, BN1 9QU on **Friday 11th March 2016**. As part of the National Business Accounting and Skills Education competition this will be an opportunity to develop their analytical skills and meet potential employers. The competition starts at 10.30am and finishes at approximately 4.00pm. Students will be transported to and from school by school minibus. Insurance for all school trips is arranged through West Sussex County Council. Full details of the policy can be found on our website at http://www.sackville.w-sussex.sch.uk/?page_id=26728.

Refreshments will be provided at the event throughout the day, including drinks, biscuits and lunch. Students do have to be smartly dressed preferably in business attire, this is especially important as there will be potential employers present on the day. If students could be equipped with pens for rough working and a calculator per team this will also be of use. All other equipment will be supplied.

Please sign and return the permission slip below to confirm that you have agreed to these arrangements.

Yours sincerely

Mrs J Fleming
Head of Business, Law and Economics

To: Mrs Fleming

Name of student Form

I give permission for my child to attend the Business Studies trip to BASE 2016 on Friday 11th March 2016, meeting at 8.50am at the pupils' entrance to Sackville School and returning at approximately 5.00pm.

I understand that good behaviour will be expected during the trip.

We will use the emergency contact details we have on our database for your child for this trip. If however, the contact details will be different for the duration of this trip, please fill in the details below.

Emergency contact telephone number

Emergency contact name (please print)

Signed..... Parent/Carer Date

