



Headteacher: **Mr J Grant**

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November 2015

Dear Parent/Carer

As a reward for your child's commitment to and passion for drama, we will be running a theatre trip to The Hawth in Crawley to see a production of **Jack and the Beanstalk** on **Thursday 17th December 2015**. The performance starts at 2pm and finishes at approximately 4.30pm. Students are to meet at **12.45pm** outside the pupil's entrance. We will be returning at approximately **5.30pm**, when students should be collected from the main entrance.

Students attending the trip will be expected to catch up on any work missed. They will be required to wear correct school uniform at all times. They must bring a packed lunch with them as we are planning on eating just before the show and there will be no opportunity to purchase food.

You are invited to make a voluntary contribution of **£25.50** which will cover the cost of the visit including transport and other incidental costs. I must, however, tell you that as the school could not bear the cost of the visit, the visit will not take place unless all parents, who are able, are willing to contribute. If you are unable to contribute, you are invited to contact me or your child's drama teacher, in confidence, to discuss whether it is possible to reach some mutual arrangement.

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.

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 on the attached slip.

Payment should be made online; alternatively a cheque made payable to Sackville School should be forwarded with the attached slip. Full payment must be received by Friday 11th December 2015 at the latest. Places on the trip will be allocated on a first come, first served basis.

Please sign the attached permission slip to confirm that you have agreed to these arrangements and that travel arrangements from the school pick-up point have been made for the evening.

Yours sincerely

Miss H Warran
Drama PGCE

Mrs L Skinner
Drama Teacher



To: Miss H Warran/ Mrs L Skinner

I give permission for my child (name of student) of form to attend the drama trip to **Jack and the Beanstalk** on Thursday 17th December 2015, meeting outside the pupil's entrance at **12.45pm** and returning at approximately **5.30pm**. Travel arrangements from the school pick-up point have been made. I understand that good behaviour will be expected during the trip.

Emergency contact telephone number

Emergency contact name (please print)

I have paid £25.50 online/I enclose a cheque for £25.50 made payable to Sackville School (please delete as appropriate)

Signed..... Parent/Carer