

The St Marylebone Church of England School

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Headteacher: Ms Kathryn Pugh, MA Cantab, PGCE, NPQH

17th May 2018

Dear Parent/ Guardian

Re: Year 7 Activity Week – Monday 9th to Friday 13th July 2018

The School is always looking for opportunities to enrich our students' learning experience to enhance their studies. In this spirit, we have organised a series of activities that are closely related to your child's studies across the curriculum for the Year 7 students who are remaining on site during the MFL residential trip to Spain.

How the week will run:

All activities will take place during the **regular school** day and attendance is obligatory. Students are expected to bring their pencil case and planner. Please see below for advice on what needs to be worn each day. We will remind students of any other requirements on a daily basis.

The activities include:

Monday: **Trip Day: School uniform compulsory and packed lunch required**
Half the year group: Classics Day: visiting the British Museum and completing work inspired by the visit.

Dance or PE kit compulsory

Half the year group: Drama: devising and performing a play in a day.

Tuesday: **Dance or PE kit compulsory.**
Puck's Midsummer Magic: Treasure Hunt, Making Potions with Science
Sports Day Prep – Sports Day Dance performance

Wednesday: **Trip Day: School uniform compulsory and packed lunch required**
Half the year group: Classics Day: visiting the British Museum and completing work inspired by the visit.

Dance or PE kit compulsory

Half the year group: Drama: devising and performing a play in a day.

Thursday: **Trip Day: School uniform compulsory – but trainers can be worn. Packed lunch required.**
Half the year group: visiting Kew Gardens with the Geography Department.
Half the year group: visiting Hampton Court with the History Department.

Friday: **Trip Day: School uniform compulsory – but trainers can be worn. Packed lunch required.**
Half the year group: visiting Kew Gardens with the Geography Department.
Half the year group: visiting Hampton Court with the History Department.

What to bring for the trips:

- Packed lunch (unless provided by the school) including a cold drink (necessary for the journey both ways)
- A waterproof jacket & umbrella
- Some spending money (optional) for refreshments & for souvenir shopping
- Cameras, mobile phones etc (brought at the student's own risk)
- For all trips students will be returning to school by approx 3.30pm, although this may be later if there are transport delays. We will be travelling by public transport and all students are expected to return to school with teachers before they are dismissed.

This week is a really valuable and exciting opportunity and we hope your child will be able to take part. We have endeavoured to keep the cost to a minimum at this time of year. We are asking for contributions of **£20** to cover the cost of the trips and we ask that you make payment **on ParentPay** by **Tuesday 26th June**. We understand that some families' financial circumstances might make this impossible and we wish no-one to suffer hardship by making a

contribution. Please note that without sufficient contributions it is unlikely that the trips will be able to proceed and the school may have to cancel some activities. If you are able to contribute, please do. The School will evaluate whether the trips can be run cost-effectively as we cannot run all activities where the cost to the School would have a detrimental effect on other educational commitments. If the visit does have to be cancelled due to insufficient contributions, then the school will refund all monies paid. If, following collection of sufficient contributions and after the School's decision to proceed with a workshop, your child wishes to withdraw from the workshop then refunds may be limited to the amount that the school is able to recover on cancellation.

We hope that your daughter enjoys these activities and please can you confirm that your daughter will be able to participate in the off-site trips by completing & returning the reply slip below **by Tuesday 26th June**.

May I please remind you that all students will be expected to behave as a true ambassador of the school throughout the visits and that any student who misbehaves may be requested to remain on site during future trips.

Thank you in anticipation of your support.

Yours faithfully

Ms S Ellis
Assistant Headteacher
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Ms J Sanders
Head of Year 7
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Please make the payments using ParentPay, our secure online payment system, using the login previously provided. *Please visit www.parentpay.com.*

Making secure payments online using your credit or debit card

All parents have a secure online account, and we urge you to activate it if you have not done so already. If you have lost your account details, or you are new to the school, then please contact Patsy Stelios at school. Once activated, you can change your username and password. If you have more than one child at the school, you can merge their accounts to create one log-in. Making a payment is straightforward and ParentPay holds a payment history to view at a later date; no card details are stored on the system. As soon as you activate your account you can make online payments.

Making secure payments by cash at your local PayPoint stores

You can pay by cash by taking a barcode, available from Reception, and your payment to your local PayPoint store. The till operator will scan the barcode and issue you with a receipt for the cash handed over. PayPoint payments are recorded by ParentPay in the same way as online payments and may be seen in your payment history under 'My accounts'. In this way, the school will have an automatic record of any payments that have been made. Be aware that it may take a few days for a PayPoint payment to be transferred.

ON SITE ACTIVITY WEEK REPLY SLIP FOR YEAR 7 2018

Please return the reply slip to Reception by Tuesday 26th June

Name of student: _____ Tutor group: _____

Trip	Date	My daughter will be participating in this trip
<ul style="list-style-type: none"> Classics Trip to the British Museum. 	<ul style="list-style-type: none"> Monday 9th OR Wednesday 11th July (groups to be confirmed). 	<ul style="list-style-type: none"> Yes/ no
<ul style="list-style-type: none"> Kew Gardens & Hampton Court Trip 	<ul style="list-style-type: none"> Thursday 12th & Friday 13th July 	<ul style="list-style-type: none"> Yes/ no

Please complete the points below:

Please indicate below if there are any medical conditions that staff should be aware of for these trips: e.g. **allergies**

Signed by parent/ guardian : _____

Please return the reply slip to Reception. Thank you.