

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 9 Activity Week – Monday 9th to Friday 13th July 2018

We have organised a series of activities for the Year 9 students who are not going on the Humanities residential trip to Italy or the Music trip to New York. All activities will take place during the regular school day and attendance is obligatory. Students are expected to bring their pencil case and planner and to be **in full uniform** or PE kit **as indicated below** throughout the week apart from on Friday, when it is non uniform.

The activities for Year 9 include:

Monday: *PE/Dance kit compulsory*

Restaurant Challenge skills morning (see below).

Picnic in the Park & Old School Sports Day

Tuesday *PE/Dance kit compulsory*

Trip to Oxygen Trampoline Park, Acton

Wednesday/Thursday *The Year group will be divided in half and will be doing either:*

Creating a Permanent Art Piece to celebrate the 20th Anniversary of St Marylebone's Performing Arts Specialisms:

Or

Restaurant Challenge:

Students will be in teams to set up their own 'Pop up' restaurant that will include cooking and serving a three course meal to staff and Governors, managing a budget that we provide and marketing their restaurant.

We have advisers from the award winning restaurant, Hawksmoor to advise the chefs and to train the front of house and our marketing and accounts teams will also receive training. There are prizes galore including a team tea for the most effective teams.

Friday: **A day trip to Brighton** to explore the town and pier.

- The trip will involve students meeting the teachers at **Victoria Station** (students will not come to school first). **A formal meeting point and time within the station will be arranged by Ms Hardy. If a student is late she will need to return to school for the day.**
- Train to Brighton where students will explore the pier, the beach and the town centre. (Students will be accompanied by staff at all times – please see the reply slip).
- Return to **Victoria by 4pm** where students will be dismissed from the station (we will not return to school).

What to wear on the Day trip to Brighton:

- Students are allowed to wear non-uniform, making sure that it is appropriate. The school reserves the right to refuse to take inappropriately dressed students on the trip.
- Students must wear flat shoes/ trainers for walking, have skirts or shorts of a reasonable length and remember to bring something warm due to changeable weather.

Behaviour expectations:

We expect high levels of behaviour from all students during this week. The usual school warning system will be used to challenge any poor behaviour. Students misbehaving will be removed from an activity and taken to the Referral Room, as would happen in lesson time. Additionally, students behaving inappropriately at break or lunchtime will be removed from the next activity.

On Friday we are taking the whole year group to Brighton. This will be a really fun day and a fantastic end to the week. To ensure the safety of everyone on the trip, as well as their enjoyment, it is vital that students are following teacher instructions at all times. **Any student who misbehaves or fails to follow teacher instruction during an activity earlier in the week will not be taken to Brighton.** Instead she will spend the day on site in the Referral Room.

It is important you are aware of our expectations and the sanctions for failing to meet these. Please read this letter carefully with your daughter and ensure that she signs and returns the behaviour agreement below. **The return of the behaviour agreement is vital in order to attend the Brighton trip on Friday.**

What to bring for the day trip to Oxygen Trampoline Park & Brighton:

(Reminder: the school cannot be held responsible for the loss or damage to personal belongings.)

- 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
- Mobile phones, cameras etc. (brought at the student's own risk)

This week is a really valuable and exciting opportunity and we hope your child will be able to take part.

We are asking for contributions of **£35** to cover the cost of the day trips and the Restaurant Challenge. We ask that you make payment on Parent Pay by **Tuesday 26th June 2018**. 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 activities can be run cost-effectively as we cannot run all workshops where the cost to the School would have a detrimental effect on other educational commitments. If a 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 an activity, your child wishes to withdraw from it then refunds may be limited to the amount that the school is able to recover on cancellation.

We hope that your daughter is able to participate in all of these activities and look forward to receiving **all parts** of the **reply slip 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.

We hope that your daughter enjoys the week.

Thank you in anticipation of your support.

Yours faithfully,

Ms S Ellis
Assistant Headteacher
s.ellis@stmaryleboneschool.com

Ms K Hardy
Head of Year 9
K.Hardy@stmaryleboneschool.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.

Reply slip for Year 9 Activity Week 2018
Please return to Reception by Tuesday 26th June.

Student behaviour agreement for Brighton Trip, 13th July 2018

Name of student _____ Tutor Group _____

To be completed by students & parents/carers:

I understand that any poor behaviour or failure to follow teacher instruction during activity week will result in me not being taken to Brighton. Instead I will spend the day on site in the Referral Room.

Student's signature: _____

Parent/ Guardian's signature: _____

Trip agreements:

Trip		Yes	No
Oxygen Trampoline Park	I give permission for my daughter to participate in the trip to the trampoline park.		
Brighton trip	I give permission for my daughter to visit Brighton on Friday 13th July and to meet and be dismissed from Victoria Station.		
Brighton trip – free time	I give permission for my daughter to have a short amount of free time (in groups of 3) on Brighton Pier.		

Please include any medical information we should be aware of for the purpose of the trips:

Signed by parent/guardian: _____

Please return the reply slip by Tuesday 26th June, Thank you