



4 January 2019

Dear Parents and Carers

Re: 'Emmanuel College, University of Cambridge.'

We are now in the process of making the final arrangements for the trip on Thursday 31 January 2019.

I can confirm that your son or daughter has a place on the trip and that they she will need to meet in the South car park before registration for a prompt departure at 8.45am. We will be returning to school approximately between 4.00 and 4.15pm.

Students should attend in school uniform and will be expected to behave according to the St Martin's behaviour policy throughout. They will be under the direct supervision of staff at all times. Students will not be allowed to go outside the defined area or leave the group.

The university will be providing students with a cooked lunch or sandwich and therefore they only need to bring a bottle of water and any snacks that they may wish to bring.

Please ensure that all students with medical conditions have the appropriate medication with them and make themselves known to their group leader before we leave the school.

If you have any questions about this trip please contact me at the school at sfernandez@st-martins.essex.sch.uk

Yours sincerely

Mrs Fernandez
Lead Practitioner, English