



4 September 2019

Dear Parents and Carers

Re: A-Level trip to Hampton Court

I would like to offer your son or daughter the opportunity to take part in a trip to Hampton Court Palace. The date of this visit is Wednesday 20 November 2019.

The students will be attending an A-level specific session on the Reformation as part of the trip to help in their studies. Students will be expected to behave responsibly in line with the St Martin's behaviour policy. The itinerary is as follows:

- Leave school 8:30am
- Arrive at Hampton Court and attend specific session 10:30am
- Free time to explore Hampton Court
- Leave Hampton Court 2pm
- Arrive back at St Martin's School by 4pm

There will be certain times when students are allowed free time. At these times they may be permitted to wander more freely, but in small groups of no less than three. Students will not be allowed to wander alone or outside the defined area or leave the group without the explicit permission of staff. It is important that parents realise that individual students will not be under the direct supervision of staff at all times during the visit although staff will remain within the designated areas so they are available should difficulties arise. An emergency number will be issued to the group to be used if they get separated at any time.

The cost of the trip will be £32 per student and will include return coach transfers to Hampton Court. The group will be led by me, Mrs Heales and accompanied by Mrs Cooper. If the trip is over-subscribed places will be allocated by random computer selection with unsuccessful students placed on a waiting list. You do not need to enclose a deposit at this stage and if your son or daughter is successful in gaining a place you will be informed when payment is required. It is important to note that should the payment deadline be missed your son or daughter's place on the trip may be in jeopardy.

If you are interested in your son or daughter participating, please complete the attached reply slip and return to the finance office by 11 September 2019.

If you have any further queries, please do not hesitate to contact me at the school on 01277 238300 or hheales@st-martins.essex.sch.uk

Yours sincerely

Mrs H Heales
Teacher of History

Reply slip to be returned to the finance office **by 11 September 2019**:

Student Name: Parent/Carer Name:

I would like the above student to attend the A-level trip to Hampton Court on Wednesday 20 November 2019.