

WESTCLIFF HIGH SCHOOL FOR GIRLS

An Academy Grammar School
Headteacher: Dr Paul Hayman BSc



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January 2018

Dear Parent/Carer

As part of our GCSE Geography fieldwork requirements, we have arranged a visit to London to investigate urban change at The Olympic site, Westfield and surrounding housing areas. This visit will allow students to develop the techniques necessary to answer questions about fieldwork in the forthcoming GCSE examinations and offer them the opportunity to understand contemporary changes in urban environments. The visit will take place on **Tuesday 6th February 2018**. We will be travelling by coach, departing WHSG promptly at **9.00am** and returning at approximately **6.15pm**, depending on the traffic.

Students should wear warm clothing, appropriate for the weather. For the majority of the day the students will be outside in an urban environment and should, therefore, have a waterproof coat, hat, gloves and plenty of layers of clothing. Students should wear practical footwear, such as trainers, as they will be walking between the study sites. A packed lunch will be required; students will be able to buy snacks and food later in the day at the Westfield Centre but this will not be at lunchtime. Cameras, I-phones etc. may be taken at the students' own risk. We would remind students that they are representing the school and as such should dress and behave appropriately.

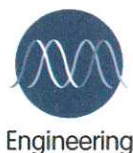
All students will be expected to travel to the venue by the coaches provided. However, we do appreciate that for some students it will be easier to make their own way home from the Westfield Centre. Therefore, if you wish your daughter to travel home directly from London upon completion of the trip and after checking out with a member of staff, please email Mrs Hine (Temporary Trips Administrator) at st-sue.hine@whsg.info giving your permission. May we ask that this permission is received **no later than Friday 19th January 2018**. **Unfortunately, there can be no discount in the cost if you choose this option.**

The cost of the trip is **£10.00** which includes travel, administration costs and insurance.

As with most school curriculum trips, we are only allowed to ask parents to make a voluntary contribution towards the cost. **This payment is not compulsory but if insufficient voluntary contributions are raised to fund the visit, it will need to be cancelled.**

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of the trip:

- income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)



SEAT



- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Please pay for this trip using ParentPay. If you have any problems making payment on ParentPay please telephone Mrs Hine on 01702 476026 to make payment over the telephone. **Payment is required no later than Friday 26th January 2018.** *If your daughter is currently in receipt of Free School Meals, we will require a letter/email giving your consent for her to attend the trip.*

May we also ask that if, for any reason, you are unable to contribute to the cost of the trip that as a matter of courtesy, you contact Mrs Hine to ensure that unnecessary reminders are not sent to you. All conversations will be dealt with in the strictest confidence.

Yours sincerely



Miss D Meades
Head of Geography