



22 March 2023

Dear Parent/Guardian

Year 9 and 10 Trip to the French Institute in London – Thursday 8 June 2022

We have been lucky enough to secure tickets for a trip for 31 students from Year 9 and 10 to visit the French Institute in London on Thursday 8 June 2022. We will be leaving the school at 8.40am and returning to Maiden Erlegh School in Reading at approximately 4.00pm. Students are expected to arrive at school for 8:30am as normal. Students will be doing a French activity in the morning and viewing a film in the afternoon. The visit will help students to develop their French knowledge. Students will need to bring a packed lunch with them, which we will eat at the institute and they should wear school uniform as usual.

The total trip cost per person is £35.00. We are asking for a contribution of £20 per student and payment can be made via **ParentPay**. Without this contribution, the trip may not go ahead. **Please note this is a non-refundable payment.** The payment covers the entrance fee and travel by coach. There are 31 places available and the trip is open to all Year 9 & 10 French students on a first come first serve basis.

We may be able to provide financial assistance for those students who are eligible for pupil premium funding – please note this would be an additional contribution towards the cost of the trip but not the full amount. If you would like to discuss this possibility, please complete the Pupil Premium Request Form on the school website which can be found [here](#). This should then be handed to reception to be forwarded to the office or emailed to MERoffice@maidenerleghtrust.org. *Payment should only be made if you are in agreement with the conditions set out in the Parent Agreement below.*

Parent Agreement

In confirming my child's interest, I confirm I have read the information relating to the above trip and agree to my child participating. I understand that I am responsible for ensuring:

- That my child arrives for departure on time and for making arrangements for them to get home on our return.
- **Staff have up to date and accurate contact and medical details at the time of departure, and all relevant medication. Please email MERoffice@maidenerleghtrust.org if your child's medical information has changed.**
- My child has appropriate clothing and food for the trip.
- I also understand that it is my child's responsibility to make up for any missed classes or homework and to do so at an appropriate standard. I will support them to do this.
- I agree to the remote supervision of my child.

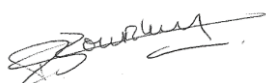
If your child requires any medication e.g. an inhaler, this must be brought on the trip or your child will not be allowed on the trip. A refund will not be possible if non-attendance is due to failure to provide the correct medical equipment/ medication.

Please note that representing the school on a trip, fixture or at an event is a privilege and we reserve the right to withdraw that privilege for students who are persistently late to school or lessons, do not follow our uniform or behaviour policies or bring the school into disrepute in any way. Please be aware that once accepted on this trip, monies cannot be refunded unless a replacement can be found.

Please address any questions regarding this trip to me through the school reception. If you have any queries regarding Parent Pay, please email merparentpay@maidenerleghschool.co.uk

Thank you in advance for your support.

Yours sincerely



M-C Bourienne
MFL Teacher

Key Information

Visit to:	French Institute in London
Trip leader:	Ms M-C Bourienne
Year group:	Year 9 and Year 10
Date:	Thursday 8 June 2022
Meeting place and time:	Maiden Erlegh School in Reading
Departure time:	8.40am
Anticipated collection time:	4.00pm
Transport:	Coach
Subsidised Cost:	£20
Dress code:	Uniform
Food and Drink:	Please pack lunch and a drink for your child.