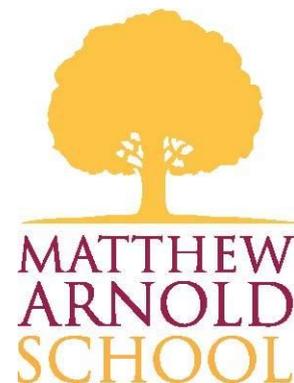


7th February 2018



Dear Parent/Carer,

Higher Education and Employment Fair – NEC Birmingham Friday 2nd March 2018

Every year we take the **entire year 12** to a Higher Education Fair. This year the event is taking place at the **NEC Birmingham on Friday 2nd March 2018**. It is a fantastic opportunity for students to find out information about potential courses; universities and employment opportunities. The visit will consist of an opportunity to talk to representatives from all the different universities and employers and some seminar talks.

For this trip to go ahead we are asking for voluntary contributions of £10.00 for students' safe transport and escort there and back. Please note that if we do not receive funds to cover the cost of the trip, payable by 28th February 2018, we may not be able to go ahead with the trip. Please pay via ParentPay and tick the consent box within ParentPay to allow your child to attend the trip. Alternatively you could pay by cheque for this amount made payable to Acer Trust and give that cheque to Mrs Day in Sixth Form Admin by 28th February 2018.

Students need to arrive in school **no later than 8.15 am** on 2nd March to ensure that we arrive in time to get to the first session. Please ensure your child has a packed lunch with them on the day. The coach will depart Birmingham at 1.00 pm and is estimated to arrive back at school at approximately 3.15pm.

As with all trips off site, we will be using the information you have previously supplied on the Health Information and Consent form, unless you inform us of a change (for example a different emergency contact number for the day). These forms are very important and all medical details need to be accurate for your child to be allowed to attend any trip.

I would be very grateful if you could [reply here](#) by **Monday 26th February 2017**

Yours sincerely

A handwritten signature in black ink that reads "T. Oakden".

Miss T. Oakden
Head of Sixth Form

A student with a medical need, such as asthma, epilepsy, diabetes or anaphylaxis must be identified on the Health Information and Consent form. If their medical need changes between now and the date of the trip you must inform us immediately. If a student has any special requirements or medicine, such as an asthma inhaler or epipen, then they must carry it during the trip. If they do not have their medication with them during the visit, school staff can refuse to take them.

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