

Be happy, Be ambitious, Make a difference

Our Ref: smn/JN/Skills1

25 October 2017

Dear Parent / Carer,

Re: Trip to Skills Show (Birmingham NEC, Friday 17th November)

The College would like to invite your child on a trip to The Skills Show at the Birmingham NEC on **Friday 17th November**. Your child will be one of 50 students on the trip. The trip will leave via coach from the college at 8.45am, and return to the college by 3: 30pm. We are asking for a contribution of £6.50 to cover the cost of the coach, please make payments online through your tucassi account, the venue is free. Lunch is not provided, so please provide your child with a packed lunch.

The Skills Show is a unique annual celebration event showcasing exciting opportunities on offer in further education, skills and apprenticeships, and is the biggest skills and careers event in the UK. At The Skills Show, students will have the opportunity to take part in workshops and competitions, and talk to a wide range of learning providers and employers.

The 50 students will be accompanied by four members of staff, including 2 first-aiders. After the trip has arrived inside the NEC, students will be briefed on the meeting point and time for the end of the trip. Students will then divide into small groups to go and explore the event. From this point onwards, the students will be remotely supervised; they will not have a member of staff with them at all times. Due to this remote supervision it will be made clear to students that **they are responsible for their own health and safety**, which includes staying with their groups at all times and acting in a mature and sensible manner.

Members of staff will carry a mobile phone, the number for which will be given to the students. Students should bring a mobile phone so that they can contact the staff mobile phone in the event of an emergency, or if they need assistance from staff. If you would like your son/daughter to be part of this trip please complete the attached consent form, and return to **Mrs Newbold Green Hub by Monday 7th November**.

Yours sincerely,

Ms J Nisbett
Achievement Coordinator Year 10

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REPLY SLIP To: Mrs Newbold, The City of Leicester College

The Skills Show, NEC Trip 17.11.15 PUPIL'S NAME: _____ **FORM:** _____

I give permission for my child to attend the above trip.

Contact number in case we need to contact you: _____

My son / daughter suffers from _____ and in the event of it being necessary, I give permission for a member of staff to administer appropriate medical assistance. **(Please send any required medicines or tablets in a sealed envelope with your child's name clearly marked on the front)**

Signed: _____ (Parent / Carer) Date: _____



We can offer support with the translation of this letter, please contact the College.

ਅਮੇ ਤਮਨੇ ਅਨੁਵਾਦ ਪਤਰ ਮਾਰਝਤੇ ਮਦਦ ਆਪੀ ਚਕਝੁੰ. ਮਹੰਦਰਯਾਨੀ ਭਰੀ ਡੋਲਯ ਨੇ ਸੰਪਤੰ ਡਰੇ
ਸਾਨੂੰ ਇਸ ਪੱਤਰ ਦਾ ਅਨੁਵਾਦ ਦੇ ਨਾਲ ਸਹਿਯੋਗ ਦੀ ਪੇਸ਼ਕਸ਼ ਕਰ ਸਕਦੇ ਹਨ, ਕਿਰਪਾ ਕਰਕੇ ਕਾਲਜ ਨੂੰ ਪੁੱਛੋ