

Principal: Ms N Beech (FRSA)
Winyates Way,
Winyates,
Redditch,
Worcestershire,
B98 0UB

Dear Parent/Carer,

English Trip – BBC Birmingham Tour – Monday 5th March 2018

Your child has been selected to attend a workshop on Monday 5th March 2018.

There will be small group of students taken to The Mailbox on Monday 5th March to attend a tour of **BBC Birmingham** from 9.00am until 1.30pm. Your child will need to wear school uniform and meet Mrs Jilks at the main school reception at 8.30am on Monday 5th March. The school minibus will be taking your child with Mrs Jilks and another member of staff from school to The Mailbox. We will be returning to school no later than 1.30pm.

Please make sure that your child brings a coat and packed lunch with them. If your child normally has a free school meal, please indicate this on the reply slip below.

Due to security reasons, pupils will not be able to take backpacks into the building; they should bring a small bag for the day (under 40cm x 35cm x 19cm - approximately the size of an A3 sheet of paper).

To confirm your child's attendance please complete the form below and the attached emergency form and return them to Mrs Jilks by **Thursday 1st March 2018**.

Yours sincerely,

Mrs Jilks
KS3 Phase Leader

English Trip – BBC Birmingham Tour – Monday 5th March 2018

Name of Child: _____ Class _____

- I give permission for my child to attend the English trip on Monday 5th March 2018
- I understand that it is in school time.
- My child has Free School meals.

My emergency contact number is _____

Signed (Parent / Carer) : _____ Date: _____