



Headteacher: Mr. M. Smallwood
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Dear Parent/Carer,

I am organising a trip to the Oxford University open day on 7th July. The open day will consist of a talk on admissions and studying at Oxford, an opportunity to talk to current students, an academic activity relevant to the student's prospective studies and a tour of the college and city centre. Lunch will be provided free of charge by the Colleges.

A coach will be organised to transport students to and from Oxford. It will leave school at 6:30am and should return at approximately 7:30pm. Students will need to arrive at school by 6:20 to ensure a prompt departure.

The cost of the visit is £24.00 and the expectation by the school is that you will make full contribution, however if you are unable to fully contribute you are invited to contact the Business Manager in confidence. Payments are to be made using ParentPay or PayPoint, and need to be made by Friday 27th May 2011.

We reserve the right to withdraw the place if the behaviour of any student gives cause for concern.

If you wish your son/daughter to attend the event please make payment via Parentpay and return the attached reply slip to Miss S Marshall by 27th May.

Yours sincerely,

Miss S Marshall
Visit Organiser

Mrs A McPartland
Business Manager

REPLY SLIP:- PLEASE RETURN TO Miss S Marshall

Visit to the Oxford University open day on 7th July 2011

STUDENT NAME: _____

FORM: _____

I/We give permission for our son/daughter to participate in the above trip/activity.

I/We have made a payment of £24 via ParentPay.

EMERGENCY CONTACT DETAILS

Please provide contact details below:

CONTACT NAME: _____

RELATIONSHIP TO STUDENT: _____

CONTACT NUMBER/S: _____

MEDICAL INFORMATION

Please detail any medical conditions/medication that your child has/is taking.

Signed _____ Date: _____

(Parent/Carer)