



Headteacher: Mr. M. Smallwood

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November 2011

Dear Parent/Carer

Your son/daughter has been asked to attend a Christmas Trade Fair run by Young Enterprise. This trade fair will be held on Wednesday 7th December starting at 10.00am and finishing at 3pm. It will be held at The Triangle, Exchange Square, Manchester.

I will be accompanying students to this event and they will be travelling to and from Manchester by metrolink. Students should meet at Brooklands Station at 8.30am. Your son/daughter will need to pay for their own metro ticket. We should arrive back at Brooklands by 3.30pm at the latest. School uniform is not required but they should dress in something warm, as the market is outside under the cover of a marquee.

If you give permission for your son/daughter to attend the event please complete the attached reply slip and return to me by Friday 25th November. If you have any concerns please contact me.

Yours sincerely

Mrs C Kivell
**WRL/Enterprise Coordinator/
Link Teacher for Young Enterprise**

Mrs A McPartland
Business Manager

REPLY SLIP:- PLEASE RETURN TO Mrs C Kivell by 25th November

Visit to Manchester Christmas Market on (Date) Wednesday 7th December

STUDENT NAME: _____ **FORM:** _____

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

I/We give permission for our son/daughter to make his/her own way from Brooklands Met Station or from an earlier tram stop –

Please specify tram stop if different to Brooklands _____

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 _____

Parent/Carer

Date: _____