



Headteacher: Mr. M. Smallwood

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September 2011

Dear Parent/Carer,

Young Enterprise Workshop

Your son/daughter has been asked to attend a workshop run by Young Enterprise. This workshop will be held on Monday 17th October 2011 starting at 5pm and finishing at 7pm and will be held at HSBC, 4 Spinningfields Square, Manchester, M3 3AP.

I will be accompanying students to this event and we will be travelling by metro link to and from Manchester. Students need to meet me at Brooklands Metrolink Station, on the platform, for 4.00pm. We should be back at Brooklands Station by 7.30pm at the latest. Your son/daughter will need to ensure that they have money to pay for their tram ticket. Students are not required to wear School uniform.

If you give permission for your son/daughter to attend the workshop, please complete the attached reply slip and return to me by Friday 7th October. 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 7th October

Visit to HSBC, 4 Spinningfields Square, Manchester, M3 3AP Monday 17th October

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 to and from Brooklands Metrolink Station

I/We give permission for our son/daughter to make his/her own way to and from an earlier tram stop.

Please write which tram stop your son/daughter is to disembark at _____

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)