



BORDEN GRAMMAR SCHOOL

Borden Grammar School
Avenue of Remembrance
Sittingbourne
ME10 4DB

9 September 2019

Dear Parents/Guardians,

Year 10 GCSE Art trip – Imperial War Museum, London, Thursday 3 October 2019 (all day)

As part of the Art and Design GCSE course we are planning an educational visit to The Imperial War Museum on Thursday 3 October. This will enhance your son's awareness and appreciation of art works and enable him to collect relevant resources to further develop their projects. Students will be focusing on developing their ideas (A01) as well as recording primary observations (A03). Students will be given time to explore the galleries in small groups, but regular meeting points with teachers will be arranged and outlined on the itinerary that they each will have.

The students will need to meet Miss Ormiston and Mr Wyllie in **A1 no later than 8:45** where we will then walk to the station to get a train to London. The train is **due into Sittingbourne at 15.15 and we will escort the students back to the school grounds for them to make onward travel**. The visit will cost £14.00 which will cover travel expenses.

Students will need to bring their **own packed lunch** (Please indicate on the form if they require a Free School Lunch). They may also want some additional spending money for purchases in the museum shop. I would also ask students to bring sketchbooks, a camera (if possible, a camera phone is fine) and some drawing materials. **Students must wear uniform for the trip.**

This is a visit for which we are, by law, unable to make a charge. However, school finances are such that the trip cannot take place unless we raise, by voluntary contributions, the necessary funding. We appreciate that some parents, especially those who receive Income Support or Family Credit may feel very limited in the contributions that they are able to make and anyone in these categories who wishes their son to have a place on the visit should make contact with the Headteacher in confidence so that their son is in no way whatever disadvantaged. Pupils who are eligible to go on the trip but who, whatever their parental circumstances, do not make a contribution must, under the law, be allowed to go, and for this reason I must make it clear that whether the trip actually takes place will depend very largely on the willingness of the parents to contribute as indicated. I very much hope that, as usual, this support will be forthcoming.

We prefer that payments for trips are either by made by cheque which can be deposited in a named envelope through the letter box in the Finance Office, or via the BGS online payment system. Details of how to make online payments have been issued in personalised letters for each student's parents. If you require a new copy, please contact the Finance Officer, Mrs Drury, at td@bordengrammar.kent.sch.uk and she will send one out. If cash payments are made for trips, students must deliver them in person to the Finance Officer or Bursar and a receipt will be issued. Cash payments can only be accepted at morning registration or morning break and **MUST NOT** be posted through the Finance Office letter box.

This promises to be an informative and worthwhile visit. Please complete and return the attached slip as soon as possible - at the very latest by **Friday 20 September** to the Finance Office. If you require any further information regarding this trip please do not hesitate to contact me.

Yours faithfully

Miss N Ormiston
Head of Art and Design Technology

Headteacher: Mr J R Hopkins BA (Hons) NPQH

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Borden Grammar School

Year 10 GCSE Art trip to Imperial War Museum – Thursday 3 October 2019 (all day)

Please return this form to the Finance Office by Friday 20th September

Name of Pupil _____ Form _____

- I have read the information about the proposed trip on 3 October 2019 and wish my son to take part in the visit.
- I enclose £14.00 towards the visit. Cash / Cheque payable to Borden Grammar School.

OR

- I have made an online payment of £14.00
- My son is entitled to a Free School Meal and I would like a canteen packed lunch provided

Please tick if applicable

- I attach, for the organiser, details of any ailments, allergy, condition or diet of which you may need to be aware in relation to the visit.
- My son has/does not have* a medical care plan at the school with additional information that needs to be acted upon as necessary **please delete where applicable*
- I authorise the leaders of the trip to act on my behalf in an emergency and to sign on my behalf any consent forms required by medical authorities if they know it would not be advisable to wait for my signature.

Parent/Guardian signature _____

Date _____

Tel No. _____