CHESTERTON
COMMUNITY COLLEGE

September 2016

Dear Parent/Carer

Year 11 Drama Retreat - Burwell House 2017

As part of the GCSE Drama course Year 11 students are required to rehearse and perform an original or published piece of drama in groups of between 3 and 9 lasting between 15 minutes and 1 hour. An examiner will visit the college in late February/early March to assess the pieces and the marks awarded will account for 40% of final GCSE grade.

Producing such a substantial piece of theatre is not an easy task; in order to give the group the best possible chance of success with it, I would like to take students away for an intensive weekend at a climactic point in the rehearsal process, when deep commitment will prove instrumental.

The weekend would take place at Burwell House in Burwell, leaving after school on Friday 3 February 2017 and returning to school mid-afternoon on Sunday 5 February 2017. The benefit of such a weekend would be that students are able to work uninterrupted in their exam groups mentored by myself and other specialist staff. On the return to school students would then be able to use all of the lesson time available for developing their pieces. We have offered this trip in previous years and each time students and parents have commented on the benefits of taking part in the weekend, with some saying it was the highlight of their Chesterton experience!

The cost of the weekend is £140 per student* which includes coach travel to Burwell House, 2 night's accommodation and all meals including: evening meal on Friday, breakfast, hot lunch and dinner on Saturday and breakfast and hot lunch on Sunday before we leave. There will be an opportunity during the weekend for students to complete homework to ensure that they do not fall behind in other subjects. Due to the nature of the weekend the trip will only be viable if the majority of students from the groups wish to take part.

**Students who are eligible for Free School Meals, or whose parents are in receipt of Working Tax Credit or Income Support are entitled to a reduction of 30% for all trips. The cost for this trip would be £100. We know if you receive Free School Meals, but if you receive Working Tax Credit, please provide us with a copy of your Tax Credits Awards Notification for 6 April 2016 - 5 April 2017 the first time you pay for a trip this school year. We will destroy these records at the end of the year.*

Burwell House is a very popular venue and in order to secure our booking we must confirm soon. We therefore require your initial deposit and consent form by **Wednesday 12 October.**

Payments required are
£70 non-refundable deposit (£50 for discounted payers) paid by **Wednesday 12 October 2016.**
£70 balance (£50 for discounted payers) paid by **Wednesday 11 January 2017.**

Please go to www.parentpay.com to pay and give the details we need by **Wednesday 12 October 2016.** If you have difficulties using Parentpay please contact Ms Hayley Coppin, by email hcoppin@chesterton.cambs.sch.uk or by telephone 01223 712150 ext 159.

If you cannot use Parentpay, please return this reply slip with payment, in an envelope marked with student name, tutor group, and **'Year 11 Drama Retreat - Burwell House 2017'** to the Finance Letterbox before **Wednesday 12 October 2016.** Please make cheques payable to Chesterton Community College and write on the back the student name, tutor group, and **'Year 11 Drama Retreat - Burwell House 2017'**. Please make cash payments for the exact amount.

Please post reply slips with payment into the Finance letterbox. We cannot accept responsibility for payment which is not deposited in this way.

If you would like any further information, please do not hesitate to contact myself, at the College.

Yours sincerely

Ms S Marston, Head of Drama
smarston@chesterton.cambs.sch.uk

Chesterton Community College Trip/Activity Form
Student Details and Parental Consent

Title of Trip (to be found on Trip letter)	**Year 11 Drama Retreat - Burwell House**
Date of Trip	3 February - 5 February 2017

Student details

Surname		First name		Class	
Medical information					
Allergies (medicine/foodstuffs)					
Student mobile phone number (for use on trip)					

Contact details for person(s) who should be contacted, in an emergency, on date/s of this trip/activity

Contact Name and Relationship to Student	
Telephone Number/s (including code)	

Informed Consent

- I am aware of the nature of the programme that my child is about to take part in and I understand that I can seek more detailed information by telephone/in writing from the school.
- I have told my child to pay particular attention to staff giving advice on matters of safety, behaviour and general procedures. My child is aware that this is a non-smoking trip and that alcohol is strictly forbidden.
- I understand and accept that my child may be withdrawn from a trip if their behaviour leading up to a trip is unacceptable. Any monies paid would be returned to me, excluding deposits.
- I give informed consent for my child to take part in all activities organised by the staff in connection with the programme. If there are certain activities I do not wish my child to take part in, I will inform the trip organiser in writing.

Declaration

- In the event of a medical emergency, I understand that every possible effort will be made to contact me/my designated contact person (as given above).
- I hereby agree for my child to receive medical treatment if the situation arises. I understand that such a decision will be acted upon by a doctor.
- I agree to inform the school if any of the information I have given changes before the trip.

Payment

I enclose the sum of £……. Please write cheques payable to Chesterton Community College, with the title of the trip, your child's name and tutor group on the reverse.

I wish to pay the discounted price for this activity as I am entitled to Working Tax Credits (proof of entitlement provided) or this student is entitled to Free School Meals. ☐ *(please tick if applicable)*

Parent/Carer Signature: …… Date: ……

Please return this form, along with payment, in a sealed envelope which clearly states student's name, form or class and the title of the trip. Please ensure the envelope is returned to **Finance in the post box outside of the office.** We cannot accept responsibility for payments not posted in this way.