



# BORDEN GRAMMAR SCHOOL

Borden Grammar School  
Avenue of Remembrance  
Sittingbourne  
ME10 4DB

4 November 2019

Dear Parents/Guardians

## YEAR 7 TRIP TO DOVER CASTLE

The History Department is running a trip to Dover Castle for Year 7. The dates of the trip are:

**7AP** and **7BM** will go on Wednesday, 25 March 2020

**7DB** and **7YL** will go on Thursday, 26 March 2020

The boys will be given a tour of the Castle by members of the History Department. The visit should nicely complement work studies in your son's History lessons. Students will also visit the WW2 Tunnels dedicated to Operation Dynamo, this should add to their appreciation and understanding of more recent history, which is especially salient given the local connection.

Your son will need to be at school at 8.30am for a prompt 8.45 departure by coach and minibus. We aim to be back for the end of school at 3.15pm. Students will need to bring a packed lunch. School uniform must be worn on this trip. We are pleased to be able to offer this trip at a cost of £10.00 per pupil.

I would be grateful if you could complete the slip below and return it to school with payment by **Friday, 29 November 2019** in order to guarantee your son's place. It is essential that this deadline is met to secure a place for your son. Please place your remittance and the slip in an envelope so that your son can hand it in to the Finance Office.

We prefer that payments for trips are either 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](mailto: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.



Headteacher: Mr J R Hopkins BA (Hons) NPQH

Registered address: Avenue of Remembrance, Sittingbourne, Kent ME10 4DB / Registered in England Number: 07827591

Tel: 01795 424192 / Fax: 01795 424026 / Email: [school@bordengrammar.kent.sch.uk](mailto:school@bordengrammar.kent.sch.uk) / Website: <http://website.bordengrammar.kent.sch.uk>

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 due to parental circumstances, can 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.

If you have any questions regarding the trip, please do not hesitate to contact me at the school.

Yours faithfully

A handwritten signature in black ink that reads "N. Sumner". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

**Mr N Sumner**  
**History Department**

**Please return this slip to Borden Grammar School Finance Office by  
Friday, 29 November 2019.**

**Student Name :** \_\_\_\_\_ **Form :** \_\_\_\_\_

**Name of Visit: Year 7 Dover Castle      Date of Visits: 25 & 26 March 2020**

- I have read the information about the proposed trip on the 25 & 26 March and wish my son to take part in the visit.
- I enclose £10.00 towards the visit. Cash / Cheque\* payable to Borden Grammar School.  
*\*please delete as appropriate*
- OR**
- I have made an online payment of £10.00
- My son is entitled to a Free School Meal and I would like a canteen packed lunch provided (day trips) or FSM allowance provide for lunches when students are on a residential trip
- 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 as appropriate*
- 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.** \_\_\_\_\_

*\*Please delete as appropriate*