



BORDEN

GRAMMAR SCHOOL

Borden Grammar School
Avenue of Remembrance
Sittingbourne
ME10 4DB

1 March 2019

Dear Parents/Guardians,

Re: Higher Education Convention for Year 12 Students

We are proposing to organise a visit to a Higher Education Convention at the Kent Showground, Detling on **Friday 15 March 2019**. We will be leaving school around 10.00am and travel by coach to the venue. Students will arrive back at school by 1.00pm. Universities and colleges from all over the country will be represented and admissions tutors will be on hand to give advice on a wide range of courses. As well as Universities, CXK Careers will be on hand to talk about alternatives to higher education. Information gathered at the convention will provide a useful basis when deciding whether to apply to higher education and selecting courses in preparation for your son or daughter's application to higher education courses in the Autumn term. A series of talks on subjects such as finance and gap years will also be given.

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 anticipate that the cost of the trip will be £6.00 per student.** 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 or daughter to have a place on the visit should make contact with the Headteacher in confidence so that their son or daughter 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.

If you wish your son or daughter to attend, please return the reply slip attached with your payment as soon as possible.

Yours sincerely,

C J Brinn
Head of Sixth Form

Headteacher: Mr J R Hopkins BA (Hons) NPQH / Borden is a Specialist School for Sport with Modern Languages

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

Tel: 01795 424192 / Fax: 01795 424026 / school@bordengrammar.kent.sch.uk / <http://website.bordengrammar.kent.sch.uk>



Reply slip for Year 12 Higher Education Convention - Friday 15 March 2019
Please return to Mrs Drury as soon as possible

Name of Student _____ Form _____

- I have read the information about the proposed trip on Friday 15 March and wish my son/daughter* to take part in the visit.

- I enclose £6.00 towards the visit. Cash / Cheque* payable to Borden Grammar School.
**please delete as appropriate*

OR

- I have made an online payment of £6.00

- 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/daughter* 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*