



**Headteacher: Mrs Lucy Miles**  
13<sup>th</sup> September 2023

Dear parents and carers

## **History and Politics Trip – Parliament and The Supreme Court**

**ITINERARY:** The history and politics department is organising a visit to Parliament and the Supreme Court on Monday 25<sup>th</sup> September 2023, for our Year 12 and Year 13 students. This trip will provide an excellent opportunity for students to further develop their knowledge on UK Government and Politics. This illuminating and highly informative day will feature a visit to the House of Lords, a tour of Parliament and an educational workshop on laws and debating. There may also be the opportunity for a Q&A session with our local MP, Oliver Heald, depending on his Parliamentary commitments on the day. We will then take a self-guided tour of the Supreme Court ahead of beginning our studies on this institution later this term.

Students will be given a lunch break, however they will be required to bring their own lunch with them, as this is not provided. If your child is entitled to free school meals and would like a packed lunch provided, please indicate this on the consent form.

We will be taking the 08:03 train from Letchworth Garden City station (students should meet us at the station at 07:50 the latest with their tickets already purchased) After the tour, students may wish to stay longer in London unsupervised, alternatively they can travel back to Letchworth with Highfield staff.

**PAYMENT/CONSENT:** The cost of the trip is £9.00 per student (50% subsidy for students eligible for free school meals) which covers insurance and teacher costs. In addition to this cost, students are required to purchase their own train ticket. To secure a place on this trip, full payment is required by **21<sup>st</sup> September 2023** with payment and consent preferred via Wisepay. Should you wish to pay by cash, please pay direct to the Finance Office.

**CODE OF CONDUCT:** Please be advised that students who do not follow the school's Code of Conduct risk not being allowed to participate in a school trip, with the privilege being withdrawn. This decision lies with the Trip Leader in consultation with the Headteacher and decisions can also be based around student's behaviour, attitude and attendance. You risk losing any monies paid should your child be withdrawn from the trip.

**MEDICATION:** Please note that if your child requires any medication for this trip, other than EpiPens/Jext pens and asthma inhalers that the school already holds, please record this when providing consent. Please note if any student attempts to attend the trip without the relevant forms or medication, this may result in them being unable to travel.

**CANCELLATION:** Should it be necessary to cancel your child's place on the trip, please notify the Trips Co-ordinator at the earliest opportunity in writing to [trips@highfield.herts.sch.uk](mailto:trips@highfield.herts.sch.uk). The school reserves the right to refund on a case by case basis.

Please ensure that you confirm your place, providing consent and payment via Wisepay by 21<sup>st</sup> September 2023. It will not be possible to take any late payments/consents for this trip.

Should you have any queries, please contact Miss Van Giap, Trips Co-ordinator on [trips@highfield.herts.sch.uk](mailto:trips@highfield.herts.sch.uk).

Yours faithfully

Ms C Burgess  
Head of History and Politics

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- I hereby give consent for the named student to attend this trip, as per the conditions on the letter.
- I agree to pay the requested contribution of £9.00 before 21.09.23.
- My child is entitled to free school meals and therefore I will be making a 50% contribution of £4.50 before 21.09.23.
- I agree for my child to remain in London, unsupervised (following the trip) and for them to be responsible for their journey home.
- I agree that my child will purchase their own train ticket before travelling.
- My child is entitled to free school meals and would like a packed lunch provided.
- I will make payment via WisePAY (**you do not need to return paper consent if paying via WisePAY**)
- I will make payment via cash directly to the finance office (a receipt will be issued)
- I understand cancellations must be made in writing.
- CLA student – no payment required

Student full name:.....

Student tutor group:.....

Full name of parent/carer with parental responsibility and with whom the child normally resides:

Sign.....Print.....

Mobile number:.....

Home phone number:.....

Work phone number:.....

Medical conditions, allergies and dietary requirements to be aware of:

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Our ref: VGP

