



2 November 2021

Dear Parent/Guardian

RE: Henley College Partnership Day – Thursday 11 November 2021

Your son/daughter will have the opportunity to take part in an educational and enrichment trip to **Henley college on Thursday 11 November**.

The Partnership day is designed to provide the opportunity for our students to experience life as a college student and open their eyes to opportunities that they may be unaware of when they leave Maiden Erlegh Chiltern Edge. The students have already selected up to five subjects that they would be interested knowing more about on the day. These choices range from practical courses to apprenticeships and BTEC subjects. Each student will be sent a timetable via email encompassing the details of their selected courses and the outline for the day.

The students will register normally during tutor time and make their way to the AV on **Thursday 11 November 2021 at 9:05am** where they will be briefed for the day. We will travel by coach to Henley College at 9:30am. We recommend that your son/daughter brings a packed lunch and drink for the day. Alternatively, there will be an opportunity to purchase lunch from the Henley College Canteen. However, only debit/credit cards will be accepted as the college runs on a cashless system. The dress code will be non-school uniform (smart casual) but please consider the potential weather conditions for the day. During wet weather appropriate clothing will be needed. School rules will apply in regards to make up and jewellery. The students will **not** be allowed to use their mobile phones during the day except in case of emergency to ring the school's mobile phone held by one of the staff. Once again, the advice is not to bring expensive equipment e.g. Ipads, laptops etc as the safety of the items cannot be guaranteed. Also, they will not be covered by the school's insurance policy.

There will be time where your son/daughter will be allowed to roam independently around the college to attend their selected courses. This will mean that they will be remotely supervised by the accompanying staff. We will issue them with a mobile phone number, a map and also require them to report to a rendezvous point at regular intervals. The students will meet up at **2:30pm** for a final register and will return back to Maiden Erlegh Chiltern Edge at around **3:00pm** should this be any later, we will ask the students to contact you by phone.

In order for your child to attend the trip please complete [this form](#) by Monday 08 November 2021. Your child will not be able to attend the trip without the parental consent form.

If you have any queries regarding the trip please email me on j.chopra@maidenerleghtrust.org

Thank you in advance for your support.

Yours sincerely

Mrs J Chopra
Head of Maths / Associate SLT

For this trip the Consent deadline is 08 November 2021. Please consent [here](#).

Parent Agreement

I have read the information letter regarding the above named trip and agree to my child participating.

I understand that I am responsible for ensuring:

- That my child arrives for departure on time and for making arrangements for them to get home on our return.
- **Staff have up to date and accurate contact and medical details at the time of departure, and all relevant medication. Please email meceoffice@maidenerleghtrust.org if your child's medical information has changed.**
- My child has appropriate clothing and food for the trip.
- I also understand that it is my child's responsibility to make up for any missed classes (5 periods) or homework and to do so at an appropriate standard. I will support them to do this.

If your child requires any medication e.g. an inhaler this must be brought on the trip or your child will not be allowed on the trip.

Should your child's medical circumstances change, it is your duty to inform the school in writing as soon as possible and before the day of departure.

Key Information:

Visit to: **Henley College**
Trip leader: **Mrs Chopra / Mrs Ashley**
Year group: **Year 11**
Date: **Thursday 11 November 2021**

Meeting place and time: **Please arrive at school on time and register with your tutor. When the bell rings for period 1, the students should make their way down to the AV.**

Departure time: **9:30am**

Anticipated return: **3:00pm**

Transport: **Coach**

Cost: **Free**

Dress code: **Non-School Uniform (Smart Casual)**

Food and Drink: **Students should carry a packed lunch for the day. There is an opportunity to buy lunch at the Henley College Canteen but only credit/debit cards will be accepted.**

Other: **Students have already registered for the courses they are most interested to see and know more about on the day. A timetable for the day will be emailed to them on the email address they provided at the time when they completed the form. Please ask them to check their junk mail!**