



# MAIDEN ERLEGH

## CHILTERN EDGE

Executive Headteacher: Miss M. Davies, MA (Cantab), MA, DESS, NPQH  
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11 October 2019

Dear Parent/Guardian

### **Henley College Taster Day – Thursday 14 November 2019**

On Thursday 14 November, all Year 11 students will be attending the Henley College Taster Day. Even if Henley College is not the intended college destination for your child, we believe this trip will provide an opportunity to experience college lessons and insight into the course structure.

Please find below the link to the new online “The Henley College Partner Schools Day Information Guide” for students. Within this guide, students will be able to find out more about the structure of the day, the subject choices that they can choose from (for taster sessions) and the link below to the online form to complete their choices. The link has also been shared with students via Show My Homework.

### **[The Henley College Partner Schools Day 2019](#)**

It is imperative that students submit the ‘Taster Sessions’ form by the deadline of **MONDAY 21 October**. This is done via an online form which can be found within the guide. Any students who are unable to complete this form at home should let their tutor know and an opportunity to complete it in school will be provided.

Once we receive confirmation that all students have completed the online form, Henley College will provide us with personalised timetables for the day which we will share with the students.

Students may bring a packed lunch if they wish, but the College canteens will be open on the day, selling hot and cold food, snacks and drinks. Students must bring enough cash with them if they wish to purchase food or drinks. School uniform is required to be worn.

A coach will be arranged from school to the College, leaving directly after AM Registration at 9.00am and leaving the College at 2.30pm for the return journey to Maiden Erlegh Chiltern Edge.

There is no charge for this trip but parental consent is required in order for your son/daughter to participate. Consent can be given via the School Gateway.

**For this trip the Consent deadline is Monday 21 October 2019**

## 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 [office@maidenerleghchilternedge.co.uk](mailto:office@maidenerleghchilternedge.co.uk) 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 class 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.**

There may be times when students are outside. In case of 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. MP3 players, as the safety of the items cannot be guaranteed. Also, they will not be covered by the school's insurance policy.

The students will be following a packed program of taster lessons during which time they will be under the charge of college staff. Maiden Erlegh Chiltern Edge staff will be based in a centralised location at the college for the duration of the visit and will meet with the students during identified break and lunch time. 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 during the agreed times. The students will meet up at Denefield Reception for a final register and will return back to Maiden Erlegh Chiltern Edge by the end of the normal school day. Should this be any later, we will ask the students to contact you by phone.

***Please note that representing the school on a trip, fixture or at an event is a privilege and we reserve the right to withdraw that privilege for students who are persistently late to school or lessons, do not follow our uniform or behaviour policies or bring the school into disrepute in any way.***

Please address any questions regarding this trip to me via the school email address [office@maidenerleghchilternedge.co.uk](mailto:office@maidenerleghchilternedge.co.uk) If you have any queries regarding Gateway please email [finance@maidenerleghchilternedge.co.uk](mailto:finance@maidenerleghchilternedge.co.uk)

Thank you in advance for your support.

Yours faithfully



Claire Ashley  
Head of Year 11

### **Key Information:**

Visit to:	<b>Henley College</b>
Trip leader:	<b>Claire Ashley</b>
Year group and subject:	<b>Year 11</b>
Date:	<b>Thursday 14 November</b>
Meeting place and time:	<b>Go to am registration</b>
Departure time:	<b>9am</b>
Anticipated return time:	<b>By end of normal school day</b>
Transport:	<b>Coach</b>
Cost:	<b>£0</b>
Dress code:	<b>Uniform</b>
Food and Drink:	<b>May bring a packed lunch if they wish, but the College canteens will be open</b>
Deadline for Consent:	<b>Monday 21 October 2019</b>