

Im16Bs

November 2017



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Dear Parent/Carer

**Sixth Form German Essay Writing for Film Workshop
 Manchester Metropolitan University Wednesday 14th March 2018**

As you may have heard, the Department of Languages at Manchester Metropolitan University, has invited our Sixth Form students to attend a German Sixth Form workshop on Wednesday 14th March 2018. They offer a variety of sessions on how to write an essay on film, analysing a character, a key theme or the director's style and techniques.

We will be travelling to and from Manchester by train, leaving school during period 2 (between 10.00am and 10.50am – depending on train times). All sessions run from 12.45pm until 4.00pm so we should be returning to school by approximately 6.00pm. Please ensure your daughter/son/ward makes safe arrangements for their journey home. Students will need to pay for their own fare which should not be more than £20, a lot less if booked in advance. The cost of the trip is £11.00, which covers entrance into the Workshop. Should you feel that the cost of the trip might preclude your daughter/ward from taking part please contact either Mrs Sargent, Headteacher, or myself directly in the strictest confidence. Students will also need to take a packed lunch or money to purchase refreshments (if your daughter/son/ward is entitled to free school meals she/he should order a 'grab-bag' the day before the trip from the canteen for collection from 8.00am on the day of the trip).

We have provisionally booked a place for your daughter/son/ward but require you to complete the attached consent/medical form giving your permission for her/him to attend along with the payment slip below. Please return them to the Finance Office as soon as possible.

Please do not hesitate to contact me if you have any questions.

Yours sincerely

Mrs I Moeller
 Head of German

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**Return to the Finance Office as soon as possible.
 German Essay Writing workshop – Manchester Metropolitan University
 Wednesday 14th March 2018**

Student name..... **Form**.....

I attach the consent/medical form to give permission my daughter/son/ward to participate in the above mentioned event and enclose payment for £11.00 to cover entrance and costs (cheques should be made payable to West Kirby Grammar School with the student's name, form and 'German Film W/S' on the reverse). I understand that she/he will require additional funds for the train fare and, if required, refreshments.

The School has a blanket School Journey Insurance policy in place to provide appropriate cancellation, curtailment, medical and personal possessions cover. This policy also carries very limited personal accident insurance cover for pupils. As the School will not be liable for any injury arising from incidents beyond our direct control, parents may wish to consider purchasing their own personal accident cover to enhance the limited protection of this policy.

Signature of Parent/Carer **Date**