

Dear Parent / Guardian,

We are delighted to offer your daughter the opportunity of attending a reward trip if she **achieves 100% attendance from Wednesday 31st October through to Thursday 20th December**. The trip is to the Trafford Centre, Manchester. We will be travelling to and from the Trafford Centre by coach and the cost of the trip is £10.00.

The trip will take place on Thursday 20th December and we will be leaving Broughton Hall at 8.50am and travel by coach to the Trafford Centre. We are due to depart the Trafford Centre at 2.00pm and arrive back at school at 3.00pm, however, the time of arrival back at school may vary depending upon traffic.

It is important that your daughter continues to maintain 100% attendance from 31st October through to 20th December otherwise she will have to be withdrawn from the trip. Participation on any school trip is dependent upon continued good behaviour. The School reserves the right to withdraw any pupil whose behaviour deteriorates during the school year. I am also required by our insurers to remind you that the cost of non-accidental damage caused by any pupil whilst on the trip will be charged to the parents concerned.

Please note: medical and contact details for the trip will be taken from the data you have provided to school. If any of your daughter's details have changed, please put the changes in writing addressed to your daughter's Support Manager. Parental consent for the trip will be given via the annual consent form sent home with your daughter in September. If this form has not been returned, your daughter will not be allowed to attend the trip.

If you wish your daughter to attend this trip, please could you make payment of £10.00 through Parent Pay by **Friday 9th November**. Payment can only be taken through Parent Pay, if you have lost your log in details, please request them from school by 2nd November as payment for this trip can not be made at any time after 9th November. If you do not have a Parent Pay account or you have any further questions, please contact your daughter's Student Support Manager. **Please note: no payments can be made after 9th November.**

Thank you for continuing to support your daughter and the school in maintaining an excellent attendance record.

Yours sincerely,
Mrs D. Lodge
Assistant Headteacher