



# Lancaster Girls' Grammar School

**Headteacher** Mrs Jackie Cahalin BA NPQH **Deputy Headteachers** Miss Sarah Bellin BEd, Mrs Gill Jackson BA NPQH

January 2012

## **LGGS English Department trip to the University of Oxford English Faculty Open Day Saturday 4th February 2012**

This trip will be departing from Lindow Square at 6.30am on Saturday 4th February. We will be travelling by minibus provided by Alan Stephenson coaches and returning to Lindow Square by 8.15pm. After our arrival in Oxford, we will be attending talks related to the overview of the different courses, the admission process, an academic lecture, mock interviews and general question and answer session; the students have been sent details of this very full and valuable programme of activities. The students will also have the opportunity for a tour of some Oxford Colleges. The day's programme will be completed by 4pm when we shall head for the minibus and home! Timings are approximate and we will keep you updated on the day.

Our early departure time means that the students will need to arrive in Lindow Square by 6.15am in order to register and enable a prompt departure. The students will need to bring a packed lunch with them because, although we will make a brief stop on each journey, these will not be for meal breaks. In the English Faculty itself, there is no cafeteria and it is too far away from the town centre shops to be practicable to buy food once there. The girls will need a packed lunch to eat in the room provided.

The cost will be £70. Any parent who wishes their daughter to attend but is experiencing financial difficulties should contact the Headteacher (in confidence) at the school to see what help is available with expenses. However, if your daughter is in receipt of free school meals, we should be able to pay for this activity through the Pupil Premium. If you would like us to cover the costs of this activity through this fund, please contact Mrs Jackson in confidence and she will arrange the transfer of funds.

Mrs Bettsworth, who is the first aider, and I will be accompanying the students on this trip. If there are any queries prior to our departure, please contact me on:

[a.strachan@lggs.lancs.sch.uk](mailto:a.strachan@lggs.lancs.sch.uk)

You will be aware that the school holds medical information on your daughter. Please contact the school prior to the visit if there has been any recent illness of which we should be aware. If you have recently changed your land line/mobile telephone number, please inform the school immediately.

Please note that this trip is covered by Lancaster Girls' Grammar School School Trips and Activities Plan Insurance. (Details available on request). Copies of written Risk Assessments for the activities (including Plan B) are available on request from the school.

Please complete and return the enclosed parental consent form to me as soon as possible, along with your payment of £70. Please make cheques payable to LGGS and place in a named, sealed envelope.

Yours sincerely

*Mrs Alison Strachan*

Joint Acting Head of English

**PARENTAL/CARER PERMISSION**

**Name of Student:** ..... **Form:** .....

**Educational Visit to:** LGGS English Department trip to the University of Oxford  
English Faculty Open Day

**Alternative Activity/Venue (Plan B):** No alternative

**Date:** Saturday 4th February 2012

I permit/do not permit\* my daughter to participate in the above educational visit. In the event of unforeseen circumstances I permit/do not permit\* my daughter to participate in the above alternative activity (Plan B). (\* delete as appropriate).

*I enclose my payment of £70 (cheque made payable to LGGS).*

I confirm that I will provide to the school, prior to the visit, any updated medical information and changes to emergency contact numbers.

Parent/Carer Signature: .....

Print Name: ..... Date: .....

I can be contacted on the following telephone number for the duration of the Educational Visit:

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Please return this form to the school **as soon as possible**.

**Any additional information that you wish the school to be aware of (eg recent illness, medical information, special requirements etc) should be stated here:**

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