



# Tring School

Mortimer Hill, Tring, Hertfordshire HP23 5JD

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www.tring.herts.sch.uk Headteacher: Mrs Susanna Collings BSc (Hons), MA, FRSA

January 2012

Dear Parent/Carer

## Year 12 English Literature – Jane Eyre Lectures – 29 February 2012

On Wednesday 29 February 2012 we will be taking our Year 12 English Literature students on a trip to Kennedy Hall in Camden, London. The purpose of the visit is to listen to expert speakers lecture on key aspects of the novel “Jane Eyre” in preparation for their exam.

We shall be travelling by train and tube. We will leave Tring Station at 9.15 am and returning approximately 5.30 pm. Students are asked to make their own travel arrangements to and from the station on the day.

The cost of this trip will be £28.00 per student which includes entrance, insurance, staff and administration costs. If we do not receive the full payment from every student to cover the cost of the trip, we reserve the right to cancel. Any surplus will be refunded accordingly to our Charging and Remissions Policy.

Basic insurance cover will be arranged through Hertfordshire County Council. However should you require it, additional insurance cover is available and details can be obtained from the Finance Office.

Students will need to bring sufficient money in order to purchase their own train ticket on the day, and bring a packed lunch and writing equipment.

Please ensure the reply slip is returned to the Finance Office by Wednesday 25 January 2012 indicating you have paid via the Tring School Internet Payment System. Alternatively if you do not have access to the internet, a cheque for £28.00 made payable to Tring School should be returned with the reply slip to the Finance Office.

Please note that all reply slips should be returned to the Finance Office and not to Form Tutors by the closing date and that no students will be accepted on this trip after

Yours sincerely

Miss R Horne - Trip Leader

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- I have paid £28.00 via the Tring School Internet Payment System
- I enclose a cheque for £28.00 made payable to Tring School

Students Name: .....

Form: .....

Signed: .....

Parent/Guardian

Ref: RH/SN

**Closing Date: 25 January 2012**

Please return this reply slip to the Finance Office.

