



# 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

September 2011

Dear Parent/Guardian

## Year 13 - A2 Travel and Tourism Trip to Bourne Leisure - Tuesday 27 September 2011

On Tuesday 27 September 2011 we will be taking Year 13 Travel and Tourism students on a trip to Bourne Leisure in Hemel Hempstead. We will be travelling by minibus and leaving school at 8:30 am. On the return journey we hope to arrive back at school by 11.20 am approximately depending on traffic.

The purpose of the visit is use the organisation as a case study for Unit 16 - Human Resources. The students will experience a presentation from the Director of Human Resources at Bourne Leisure followed by a guided tour.

The cost of the trip will be £3.00 per student which includes minibus travel to and from the venue, 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 according to our Charging and Remissions Policy.

Basic insurance cover will be arranged through Hertfordshire County Council. If required additional insurance is available and further details are available from the Finance Office.

Please ensure the reply slip is returned to the Finance Office by **Tuesday 20 September 2011** with a cheque for £3.00 made payable to Tring School or cash.

**Please note that all reply slips/cheques/cash 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 Tuesday 20 September 2011.**

Yours sincerely,

Mr C Lickfold  
Leisure and Tourism Programme Leader

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## Year 13 - A2 Travel and Tourism Trip to Bourne Leisure - Tuesday 27 September 2011

I enclose money to the sum of £3.00

I enclose a cheque for £3.00 made payable to Tring School

Student Name: ..... Form: .....

Signed: ..... Parent/Guardian: .....

**Closing date: 20 September 2011**  
**Our ref: CJL/SAN**

