

Westbourne Sports College, Marlow Road, Ipswich, Suffolk IP1 5JN

Telephone: 01473 742315 Fax: 01473 464825

Email: [wsc@westbourne.suffolk.sch.uk](mailto:wsc@westbourne.suffolk.sch.uk)

Headteacher Christopher Edwards BA [Econ.] Hons.



LTh/JCr

11 November 2011

Dear Parent

We are arranging a visit to the Victoria and Albert Museum in London for GCSE Art students in Year 10 and 11 on Wednesday 14 December 2011. Gallery and Museum visits play an integral part in the learning of our students and offer a valuable and rewarding opportunity to develop coursework folders.

We will be travelling by coach to the museum and will depart from Westbourne at 0730 students should therefore arrive in good time to be registered on the coach before we depart. We will meet in the school reception foyer. We will arrive back at the College around 1900 and students should be collected or make their own way home from here. The cost of the trip is £12.00; payment in full is due by Monday 21 November 2011.

Arrangements on the day will require students to bring with them a packed lunch, sketchbook, camera and dry graphic materials. Any students who normally have a free school meal will be provided with a packed lunch.

It is very important that you let us know of any medical condition or medication required. We will carry a first aid kit and have with us at least one qualified first aider. The visit is covered by the Suffolk County Council Insurance Policy (copies of which are available on request). However, please note any losses sustained will be subject to the normal policy excesses but pupils will be responsible for their own personal items.

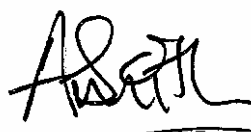
Please sign and return the attached permission form. Payment by cash or cheques (made payable to Suffolk County Council) should be placed in an envelope with your child's name, tutor group and VICTORIA AND ALBERT MUSEUM TRIP written clearly on the front and taken to the Payment Office; alternatively you may pay online via Parent Pay by logging on at [www.parentpay.com](http://www.parentpay.com). Should you wish to pay via paypoint at your local Co-op, please contact Sue Scrivener in our accounts department on 01473 466157. Payment is required before the trip departs.

If you have any further questions about the trip please contact us at the school directly on 01473 466139. Thank you in advance for your support.

Yours faithfully



Ms L Thorpe  
Learning Co-ordinator – Art



Mr A Smith  
Expressive Arts Team Leader



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## Victoria and Albert Museum

Please return this form and £12 to the Payment Office with the correct remittance  
By 21 November 2011

I give permission for

to go to **The Victoria and Albert Museum, London**

I paid online / at Co-op / include full payment of

**£12**

(cheques made payable to Suffolk County Council)

Emergency Contact Numbers

Home:

Mobile

Medical Information

Signed \_\_\_\_\_ Parent

Date \_\_\_\_\_

Office use only:



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