

9th July 2014

Dear Parent/Carer

**Year 8 London Trip Tuesday, 15<sup>th</sup> July**

I have pleasure in being able to confirm to you the arrangements for your son's trip to London on the 15<sup>th</sup> July. Students will be travelling in tutor groups and will be assigned a lead member of staff who will be supervising the group with 2 other colleagues.

House	Lead member of staff	Train Number	Departure from Hastings Station	Arrival at Hastings station
Beckett	Neil Rothwell	(1)	8.15am	15.18pm
Decham	Steve Sully	(1)	8.15am	15.18pm
Magdalen	Estelle Marchant	(2)	8.45am	15.59pm
Norman	Sofia Keigher	(2)	8.45am	15.59pm
Parker	Kelvin Keigher	(2)	8.45am	15.59pm
Saxon	Ronan O'Halloran	(3)	9.29am	16.18pm
Saunders	Di Megit	(3)	9.29am	16.18pm
Wykeham	Daniel Pearne	(3)	9.29am	16.18pm

**Registration** – All students must arrive 20 minutes before their departure time. Students must register with their lead teacher outside Sussex Coast College, where an Ark William Parker Banner will be displayed. Students **must not** enter the station before registration. If a student is late for his registration and subsequent train, **he will not be allowed to go on another, later train**, due to health and safety requirements and administrative regulations. Late students will be required to spend the day in school. Students who usually have free school meals will be able to collect a packed lunch at registration.

**Departure from Hastings Station**– Just prior to the train departure, staff will lead the groups over to the station in time for their train. Students **must not** go directly to the station.

**Travel** – Students must stay in their groups with the lead teacher and staff. They are required to remain with the specified group **all day**.

There will be no cost for students to travel to London. We do encourage students to bring a packed lunch, although there will be an opportunity to buy food during the day. Students on the trip do not have to wear uniform, but should dress appropriately. Students must come prepared for the weather conditions. A bottle of water, sun protection, a water proof jacket in case the weather changes should be taken on the trip.

**Arriving back at Hastings station** – Students will be required to make their own way home from the station. A register will be taken and then students will be dismissed. Parents / Careers should make arrangements to collect their sons.

Students **who are not attending the trip** will be required to register at Ark William Parker Academy as normal.

We are very much looking forward to offering the students the opportunity to visit their capital city, viewing Trafalgar Square, Admiralty Arch, The Mall, Buckingham Palace, St James Park, Parliament, Downing Street and Horse Guard Parade. This will be a first time experience for many of our students.

If you have any questions or need any further clarification please do not hesitate to contact me.

Yours faithfully,

Mr Olorunda  
**Assistant Principal**