Dear Parents and Carers,

As part of their English Literature GCSE your child is studying *A View from the Bridge* by Arthur Miller. On Wednesday 23rd October Potters Bar Theatre Company is staging a production of *A View from the Bridge*. It would be extremely advantageous for students to see a live production and I have arranged a coach trip to this performance. The coach will leave school at 5.45pm and we expect to return to school by 11.00pm. Please make arrangements for your child to be collected at this time.

I expect this trip to be very popular and only have a limited amount of tickets. The criteria for selection will be students whom we feel would most benefit from the trip. In this case attitude to work and behaviour in English lessons from the date of this letter onwards will be taken into consideration. If, still, the trip is oversubscribed then places will be allocated through a lottery system.

The school wishes to undertake the activity outlined above. However, this activity can only go ahead if parents make a sufficient contribution to school funds to meet the cost. In this case the contribution needed is £17 per student payable to “Leventhorpe Trust”. This contribution is non-refundable unless the school withdraws the trip or your child is not accepted on to the trip. We must emphasise that, if sufficient contributions are not received, the activity will not take place.

Please make payment by ParentPay or cheque made payable to “Leventhorpe Trust”. Payments together with the reply slip should be placed in an envelope marked clearly with the student’s name and the visit they are attending. This envelope should be put through the letterbox of the Finance Office. **No cash should be put in this letterbox.** If payment can only be made by cash please contact the Finance Office so that a suitable arrangement can be made.

Please return to the school by **Wednesday 9th October** at the latest, as the theatre tickets must be confirmed on this day.

Parents are advised that students participating in school trips and visits are insured under the school’s standard insurance policy. This policy contains exceptions and limits and so parents may wish to independently seek additional cover for their child. Details of trips’ insurance cover are obtainable from the Leventhorpe finance office on request.

If you have any queries or would like further information, please do not hesitate to contact me. Please only contact the Finance Office with any queries regarding payment.

Yours faithfully,

Mrs C Reeve  
(Head of Faculty)

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**REPLY SLIP**

*A View from the Bridge*  
**Wednesday 23rd October 2013**

Name........................................ Form.........................

I give permission for my child to take part in this activity and enclose my non-refundable contribution of £17

Cheques should be made payable to Leventhorpe Trust

Signed:.............................................................................. Date:.......................  
(Parent/Guardian)