

Dear Parent/Carer

8 November 2017

This year, to celebrate the Christmas period, The Castle School is running a Christmas ice skating trip to the Ice Rink in Plymouth (Plymouth Pavilions). The trip will firstly be open to Caernarvon House members and to other Houses if places are not filled, at a later date.

We are hoping to run the trip on Friday 8 December and will leave school at 4.00 pm to give students and staff enough time to get changed after school. We will depart from SCAT lay-by at 4.00 pm and be taken to Plymouth Pavilions by Berry's Coaches, where we will skate from 6.00 – 8.00 pm.

Once we leave the ice rink we may have time to stop at Exeter Services for some food on the way home but we would advise students to bring a snack/drink with them to keep them going until they have finished skating.

We cannot be certain of an exact return time (SCAT lay-by), but if all parents could pick up their son/daughter by 10.15 pm it would be much appreciated as this will save staff having to wait around any longer than necessary. If there is any change on timings we will ask students to contact parents en route.

The price of the trip will be **£14.50** (which includes transport, ice skating and hire of ice skates). As there are only 64 spaces available it will be on a first come, first served basis. A reserve list will be drawn up for those who failed to get on. If you are interested can you please fill in the form below and pay either via the school's online payment system, by cash/cheque (made payable to The Castle School) or by credit/debit card (either in person or over the phone). Students will have to bring their own money if they wish to buy any food at the services or refreshments at the ice rink. Please also complete the enclosed EV5 trip consent form and return to the Finance Office with payments by Monday 20 November at the latest.

Yours sincerely

Mrs Marie Norris, Head of Caernarvon

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Ice Skating Trip to Plymouth – Friday 8 December 2017 - Please return this form to the Finance Office.

I enclose cash/cheque for £14.50 (made payable to The Castle School)/I **have paid online** or by credit/debit card*. (*Please delete as applicable).

Student's name..... Form.....

Signed (Parent/Carer) Date