



14<sup>th</sup> September 2018

Dear Parent / Carer

**Mini Factory Visit – Friday 5<sup>th</sup> October 2018**

I have arranged a visit to the Mini car assembly factory in Oxford for the Year 13 class on Friday 5<sup>th</sup> October. We will be travelling by coach, departing at 11.15am and returning to Vyners at approximately 4.30pm depending on traffic.

The trip will form a useful and relevant back up to the Economics course your son/daughter is studying. Production lines, teamwork, automation, division of labour and specialisation are just some of the aspects of their study that will be seen in operation.

The cost of the trip is **£39**. Payment should be made via sQuid, our online payment system. **Cash and cheques will not be accepted.** Please log onto the system ([www.squidcard.com](http://www.squidcard.com)) and select the 'trips/activities purse'. This trip will be clearly visible and must be specifically selected in order to make payment (**Year 13 Mini**). Please follow the instructions on screen. An emailed receipt will automatically be sent to you by the system once payment is made.

**Please make payment by Monday 24<sup>th</sup> September.** The school does not have funds available to meet the cost of late contributions. Regrettably, a failure to pay promptly may result in your son or daughter being denied the opportunity to participate.

Vyners School has in place detailed procedures for ensuring that trips are well planned and that the health, welfare and safety of students is protected. A careful and written risk assessment has been prepared for this trip and adequate student supervision and insurance arrangements will be put in place.

It is expected that all students will observe the highest standard of politeness, courtesy and conduct at all times. Our students are representing Vyners School and it is expected that they will do everything in a way that reflects positively on themselves and the school. The School's Behaviour Policy continues to be in force throughout the trip. Should it prove necessary to send a student home for misbehaviour, parents / carers will be expected to meet all extra costs incurred. In the event of a student being refused participation on a trip before departure because of poor behaviour, any contributions already paid will also be forfeit.

If you wish your child to participate in this trip, please make payment and complete the additional information of squid with medical and emergency contact information.

Yours sincerely

Mr McDonough  
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