October 2019

Dear Parent/Carer

**BFI Study Day ‘*Long Form TV Drama’* on Wednesday 22rd April 2020**

As you may be aware your daughter/son has to study the television industry and television crime drama as part of their A Level Media Studies course. To assist with this we would like to take a trip to an A Level study day, *Long Form TV Drama: an A Level Study Day*, run by the British Film Institute on Wednesday 22nd April 2020. Students will use the session to reinforce their understanding of the television industry, the crime drama genre and key programmes they have studied in A Level Media lessons. Students who I have taken to events such as this in the past have found their visits invaluable in assisting them with their Media Studies courses.

Unfortunately the BFI does not allow schools to reserve places for its educational events without payment. In order to book a place at the event therefore I would require your daughter/son to pay the £13.00 course fee via parent pay on the school website by Friday 1st November 2019, once the course fees are received from students we will order will tickets for the event on their behalf.

**Cost £13.00** Please make your nonrefundable payment online via the link on the School’s website [www.chsg.org.uk](http://www.chsg.org.uk) by clicking on the large £ sign on the home page to link you to the payment site [www.parentpay.com](http://www.parentpay.com). Online payment is now available.

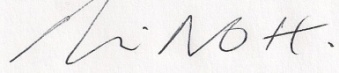
If you are unable to pay online, please contact the Finance Office so that a unique Payment Barcode can be issued for you to pay cash at a local Paypoint ([www.paypoint.com](http://www.paypoint.com)) for this trip. For a barcode email [finance@girlslearningtrust.org](mailto:finance@girlslearningtrust.org) quoting student name, and School name

Your daughter’s place on this trip is subject to satisfactory behaviour, attendance and conduct within school and this will be constantly monitored before the trip. If your daughter/son’s attendance or behaviour is deemed to be unsatisfactory, they will not be allowed to participate. If she is not allowed on the trip, **there will be no refund of any monies paid**.

Whilst on the visit please emphasise to your daughter/son that she will be required to obey the instructions and advice of the Party Leader and other accompanying adults.

The study day begins at 10.30am and finishes at 3.30pm On the day of the trip students will need to make their own way to and from the British Film Institute, meeting me at the venue, Belvedere Road, South Bank, London, SE1 8XT (underneath Waterloo Bridge on the South Bank) at 10.10am. Students will also need to pay for their own return travel costs on the day of the trip.

Yours faithfully



**Mr M Nott**

**Curriculum Leader for Media Studies**



**Reply slip: Please return to Mr Nott by Friday 1st November 2019**

**BFI Study Day – A Level Study Day, Long Form TV Drama, run by the British Film Institute on Wednesday 22nd April 2020**

Student’s Name: ......................................................................... Tutor Group: ......................

Please tick (✓) all appropriate boxes

I would like my daughter/son to participate in the above visit. I am aware of the travel details for the day. I am aware students are making their own way to and from the visit (travelling without staff)

I have made my online non-refundable payment.

I acknowledge that I have already signed and returned a Generic School Consent Form to allow my daughter/son to participate in the visit.

I am aware that my daughter/son will need enough money on their oyster card for the return journey or will purchase a travel card on the day of travel.

Payment reference: ..................................................................

Date of Payment: ......................................................................

Amount **£13.00**

Emergency contact number …………………………………......

Students Mobile Number…………………………………………

Medical Information: Please provide details of any conditions requiring medical treatment including any medication........................................................................

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

Print Name: ..............................................................................