

Our Ref: PST/HMO  
13<sup>th</sup> October 2023

Dear Parent/Carer

To help your child prepare for the upcoming Ski Trip taking place in 2024, we would like to invite them to take part in a two hour instructor led session at Suffolk Ski Centre in Ipswich on Monday 5<sup>th</sup> February 2024. This is not compulsory, but will give students a first taste of what to expect on the slopes.

On the date of our visit, all participating students and accompanying staff will travel by coach departing from the Academy at 3:20pm to arrive for session which begins at 4.30pm. We expect to arrive back at the Academy at approximately 7:30pm and I would be grateful if you would please make arrangements to collect your son/daughter from the Academy at this time. It would be helpful if you would please provide your son/daughter with appropriate drinks and snacks for the duration of the trip.

Please ensure your child brings the following with them on the day:

- Gloves
- Long Sleeve Top
- Full Length Trousers

We are asking for a contribution of £33 cover the cost of this visit. You will appreciate that the activity will not be able to take place if sufficient funds are not forthcoming. Please be aware that the Ski Centre's terms and conditions state that once we have committed to the lesson, there are no refunds, therefore the trip cost is non-refundable.

It is easy to make a payment online provided you have already registered to access our Cashless Catering/Online e-payments system. If you have not yet registered, please contact Mrs N Logan, [nlogan@ormistonsudbury.co.uk](mailto:nlogan@ormistonsudbury.co.uk) to request registration details if you have misplaced the instructions that were sent to you in the post at the start of term. Simply log onto <https://www.ipayimpact.co.uk> with your Username and Password. From the Home Page, click on Accounts and select your child's name, followed by the Details button to the right of the Fund Name 'Suffolk Ski Centre Trip'. Finally, go to the basket and make your payment. Please indicate that you have made the online payment on the attached slip.

**Please note: unfortunately, places on the trip cannot not guaranteed until payment has been made, as tickets are strictly limited and will be allocated on a first come, first served basis.**

I must also mention that, if at any time from now to the date of the trip, your child's behaviour is considered by the Academy to be unacceptable and might cause serious concern whilst away from the site, the right is reserved to refuse to take him/her/them on the trip. However, I am sure all parents understand how important trust, behaviour and safety issues are on these occasions.

To give permission for your child to participate in this trip, I would be grateful if you would please complete the attached permission slip and return it to the postbox outside the Attendance Office by **break-time on Friday 10<sup>th</sup> November** so that places can be confirmed.

A second date for your diary is Thursday 23<sup>rd</sup> November 2023. Starting at 5.30pm, we will have a Ski trip information evening, outlining what the week looks like and what is needed in preparation for a successful break. A ski hire company will also be present to try on jackets, salopettes, hats etc. These can be hired and collected prior to the trip.

Should you have any questions, please do not hesitate to contact me at the Academy.

Yours sincerely,

Paul Stokes  
Assistant Principal  
[PStokes@ormistonsudbury.co.uk](mailto:PStokes@ormistonsudbury.co.uk)

Reply Slip  
Ormiston Sudbury Academy  
"Suffolk Ski Centre." Ipswich, Monday 5<sup>th</sup> February 2024

Student's Name: \_\_\_\_\_

Year & Tutor Group: \_\_\_\_\_

Student's Mobile Tel No: \_\_\_\_\_

I refer to Mr Stokes letter dated 13<sup>th</sup> October and give permission for my child to participate in the Ski Lesson at, Suffolk Ski Centre on 5<sup>th</sup> February 2024.. I undertake to collect my child from the Academy at 7:30pm.

I have made an on-line payment of £33.00 (please state the order number): \_\_\_\_\_

**Please note until payment is received the place is not guaranteed as we have a limit number of places.**

I understand that this contribution is non-refundable.

For the duration of the trip, the emergency contact person/number will be as follows:

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Tel: \_\_\_\_\_

Medical/Dietary/Other information about the student of which accompanying staff should be aware:

\_\_\_\_\_

I WILL/WILL NOT be able to attend the Ski Trip Information Meeting on Thursday 23<sup>rd</sup> November.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Parent/Carer: \_\_\_\_\_ BLOCK CAPITALS PLEASE

**In the event of a small surplus remaining in the trip/activity fund after all settlements have been made:**

I am happy to donate this to the Academy fund

or

I wish to receive a refund

please tick as appropriate.

**PLEASE NOTE:**

If your son/daughter has a medical condition which necessitates the administration of medicine, please indicate on this reply slip and arrange for medication to be given to the teacher in charge on the day of the trip. For those students who carry such items as asthma inhalers and Epi-pens, students should confirm with the teacher in charge that they have medication with them and should confirm where it is to be kept during the day. Medication will be returned to your child at the end of the off-site visit.

If you feel your child's condition requires a Health Plan, please contact your child's Head of Year in the first instance.

Please return completed slip via the post box outside the Attendance Office by **break-time on Friday 10<sup>th</sup> November 2023** - Thank you.