



**Ormiston
Sudbury
Academy**

Ormiston Sudbury Academy
Tudor Road
Sudbury
Suffolk
CO10 1NW

Tel: 01787 375131
Email: contact@ormistonsudbury.co.uk
Website: ormistonsudburyacademy.co.uk
Principal: Mrs S Morris, BSc Hons, ARCS, MBA

Ref HBO/NLO
2nd October 2024

Dear Parent/Carer

Suffolk Future Skills Fair, Suffolk New College, Ipswich

I am writing to inform you that on Monday 4 November 2024, students in Year 10 will have the opportunity to visit the Suffolk Future Skill Fair at Suffolk New College, Ipswich. At this event students will be able to participate in interactive workshops and hands-on activities, attend career presentations and find out about further education, employment and training to help support with making future choices.

We will be leaving the Academy by coach at approximately 11.00 am and returning at approximately 3.30 - 4pm. Students may wish to bring a snack, packed lunch, drink or money to purchase food at the event. As we are not due to leave the venue until 2.30pm students will not be back in time for the school buses so you may need to arrange to collect your child from the Academy.

On the day of the visit, students must be dressed in full, correct uniform - as detailed on the website, to be allowed to join this trip. Unfortunately, any students who do not comply with our expectations regarding uniform will be asked to remain in the Academy.

We are asking for a contribution of £5 to 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. However, we do not want the cost to be a barrier. If you would like your child to participate but would like to request support with the cost, please do contact Mrs. Logan via nlogan@ormistonsudbury.co.uk. All requests will be dealt with in confidence. Please note that places are issued on a first come, first served basis and no space is secured until the contribution has been made. Please be aware that once we have committed to the event, 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 to request registration details if you have misplaced the instructions that were sent to you. 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 Future Skills Fair'.

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. I am sure all parents understand how important trust, behaviour and safety issues are on these occasions.

I would be grateful if you would give permission for your child to participate in this trip by completing the attached slip, which should be returned via the post box outside the Attendance Office by **23 October 2024**.

If you have any questions regarding the visit, then please do not hesitate to contact me at the Academy.

Yours sincerely

Helen Boreham

Helen Boreham
Careers Assistant
hboreham@ormistonsudbury.co.uk



**Artsmark
Alliance**
Platinum Award



Reply Slip
Ormiston Sudbury Academy
Suffolk Future Skills Fair, Monday 4th November 2024

Student's Name:

Tutor Group:

Student's Mobile Tel No: _____

I refer to Mrs Boreham's letter of 30 September 2024 and give permission for my child to participate in a visit to the Suffolk Future Skills Fair, Suffolk New College, Ipswich.

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:

Signed: _____ Date: _____

Name of Parent/Carer: _____ BLOCK CAPITALS

My child is entitled to Free School Meals and would like a packed lunch provided by the Academy Yes/No

Please Note:

If your child has a medical condition which necessitates the administration of medicine, please indicate this on the 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 Wednesday 23 October 2024**

Thank you.