



**Ormiston
Sudbury
Academy**

Ormiston Sudbury Academy
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Principal: Mrs S Morris, BSc Hons, ARCS, MBA

4 November 2024
Ref NLO/LCO

Dear Parent/Carer,

We are delighted to offer Year 9 and Year 10 Acting students an opportunity to see the National theatre company's forthcoming production of *London Road*, which is being performed live at the National Theatre, in London on **Wednesday 11 June 2025**.

On the day of our visit, we will be leaving the Academy at 11.10am, travelling together by coach to London. We expect to return at approximately 20.30pm and would be grateful if you would ensure that someone is at the Academy to collect your son/daughter at this time. If there is any change to our anticipated return time, students will be asked to let parents/carers know by text/phone call.

We would be grateful if you would please provide your son/daughter with a packed lunch as well as drinks and snacks to last the duration of the trip. NB If your son/daughter is entitled to a Free School Meal and you would like a packed lunch to be prepared for them to take on the day, please indicate this on the Reply Slip.

We are asking for a contribution of £35 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 be aware that the theatre's terms and conditions state 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. 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 '*National Theatre Trip June 2025*'. Finally, go to the basket and make your payment, remembering to indicate that you have made the online payment on the attached reply slip, stating your order number.

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

On the day of our visit, students must be dressed in full and correct uniform 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 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, we are sure all parents understand how important trust, behaviour and safety issues are on these occasions.

If your son/daughter would like a place on this trip, please will you return the attached permission slip and make payment via the online system by break-time on **Wednesday 20 November 2024** so that tickets can be confirmed with the theatre.

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

Yours sincerely,

Mr L Cox
Assistant Principal
LCox@ormistonsudbury.co.uk



**Artsmark
Alliance**
Platinum Award



Reply Slip

Ormiston Sudbury Academy

'National Theatre Trip – London Road', London – Wednesday 11 June 2025

Student's Name: _____

Year & Tutor Group: _____

Student's Mobile Tel No: _____

I refer to the letter, dated 4 November and give permission for my child to participate in the trip to the National Theatre in London on Wednesday 11 June 2025; I undertake to collect my child from the Academy at 20.30pm on this date.

I have made an on-line payment of £35.00

Please note until payment is received the place is not guaranteed as we have a very limited number of places on this trip.

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:

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.

My son/daughter is entitled to a Free School Meal, and I would like to order a packed lunch for the day of the trip.

Signed: _____

Date: _____

Name of Parent/Carer: _____ **BLOCK CAPITALS PLEASE**

Please return completed slip via the post box outside the Attendance Office by **break-time on Wednesday 20th November 2024**- Thank you.