

Activity: KS3 English and Drama Trip  
Production: ***"The Woman in Black" Palace Theatre, Southend on Sea.***  
Date: Monday 13th January 2020  
Time: 18:00 to 23:30  
Cost: £23.50

It is proposed to organise the above activity which falls within the category for which we may levy a charge (with reference to the Education Reform Act 1988 – Charges for School Activities). The proposed charge for this activity is £23.50 and covers the actual cost involved, divided by the number of places available.

Plume Academy arranges a block insurance policy to provide travel cover for all members of the trip. In the event of an accident, illness, or loss of personal property, students must notify a member of staff immediately so that appropriate steps can be taken to claim insurance cover if appropriate.

The programme for this activity is:

- 18:00 depart from Plume Academy (Fambridge Road Campus)
- 23:30 approximate return to Plume Academy (Fambridge Road Campus)

We plan to leave the Academy at 18:00, in order to arrive in plenty of time at the theatre, for the performance which will begin at 20:00. Students are required to wear school uniform. Students should eat dinner before departure but are able to bring a small amount of money to purchase a drink and snack within the Theatre. Further information about this production can be found at the following website: <https://southendtheatres.org.uk/Online/>

If you are interested in enrolling your son/daughter for this activity, please complete and sign the attached form and return it with payment to the Finance Office during morning break by **Friday 8<sup>th</sup> November**. Payment will not be accepted at any other time. Cheques made payable to "Plume". You can also pay by Parent Pay via the Plume Academy website [www.plume.essex.sch.uk](http://www.plume.essex.sch.uk). However, if you use this form of payment you will still be required to complete the PC1 parental consent form.

Students are expected to maintain high standards of conduct and behaviour whilst on the visit. Plume Academy reserves the right to withdraw any student from the activity whose behaviour, conduct or attendance has not been deemed acceptable.

If you require further information, please do not hesitate to contact me.

Yours sincerely,



**Miss A Weller**

Subject Leader Drama

[A.Weller@plume.essex.sch.uk](mailto:A.Weller@plume.essex.sch.uk)