Monday, 11th November 2019

Dear Parent/Carer,

As your son or daughter’s teacher of BTEC Workskills, working alongside Terry Mattinson, I have organised a link with St Bernard’s Primary school to enable the Year 10 class to spend an afternoon with infant pupils and to get involved with various activities. I strongly believe this activity will enrich all parties in many ways, as well as helping the Year 10s to achieve their targets for the Workskills unit in volunteering.

The visit will be on Friday 22nd November 2019. We will arrange for a minibus to take the pupils to St Bernard’s school at 12.30pm and will return to Our Lady’s School at 2.30pm in time for P5. There is no charge for this visit. Pupils should ensure that they eat a snack at break before they go and they are welcome to bring food with them to eat once they have returned to school.

Please complete the online medical form which can be found on our school website: [www.olchs.lancs.sch.uk/parents/school-trips](http://www.olchs.lancs.sch.uk/parents/school-trips) to enable your son or daughter to take part in the visit.

Please note that this visit is covered by Lancashire County Council public liability insurance but there is no personal accident insurance cover provided for your child.  If you feel that this is necessary, you will need to make separate arrangements.  Please be aware therefore, that we accept no responsibility for any valuables/personal possessions which your child chooses to take on this visit.

Yours faithfully,

M Moss

Mrs M Moss

**Teacher of BTEC Workskills**