10th December 2019

Dear Parent/Carer,

As part of the GCSE: Design and Technology course I am proposing to take Year 10 pupils to the Leyland Trucks Ltd Vehicle Plant in Leyland on **Thursday, 6th February 2020**. There is no cost to pupils. Pupils will be given a guided factory tour of the production lines, looking at some of the latest models produced and the manufacturing/engineering technologies applied, with some activities and a presentation set up by Leyland Trucks Ltd.

There is no fee for pupils to attend this trip. We will leave school at 08:50am and return at approximately 1.30pm, in time for normal school lunch. We will travel by school minibus to Leyland Trucks Ltd.

During the visit, pictures may be taken by Leyland Trucks Ltd staff of pupils engaged in activities for marketing purposes. Please indicate on the reply slip whether you give parental consent for this to take place. Pupils will be in school uniform and must ensure that they comply with the school’s uniform guidelines which can be found on the school website.

If you wish for your child to take part, please complete the reply slip below and also the Parental Consent/Medical Information Form online, no later than **Friday, 17th January 2020**. All pupils taking part in school visits must observe all of the guidelines on the Code of Conduct.

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,



Mr M Smith

**Assistant Principal Teacher of Design & Technology**

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**Reply Slip - To be returned to the Finance Office before Friday, 17th January 2020.**

Pupil’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like my son/daughter to attend the visit to The Leyland Trucks Ltd Plant and I have completed the Parental Consent/Medical Information Form online. I also do/do not give permission for Leyland Trucks to take pictures during the visit for marketing purposes.

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