

THE NORTON KNATCHBULL SCHOOL

An International School with Language and Science Specialisms



(Founded 1630)

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Headteacher: Ms S. K. Staab, BA, MA, Dip Trans

17 October 2018
JRP/hp/LondonInstituteofBanking&Finance

Dear Parents/Carers

A visit to: The London Institute of Banking and Finance, London Bridge
Students Invited to Participate: Year 12 Economics and Business
Date: Wednesday 28th November 2018
Departure Time: 8.30am
Approximate Return Time: 4.30pm
Mode of Transport: Train from Ashford International Station
Cost: £22.00
Reply & Payment Date: Friday 2nd November 2018

Students will be visiting a very unique university in the heart of the financial district. They will have a finance and banking careers talk followed by a tour of the financial district. Students will be required to wear smart/casual clothing and bring a packed lunch and/or some money to buy lunch. It would be advised for students to also bring a note book and pen.

In accordance with the School's Charging Policy, parents/carers are invited to make a voluntary contribution (details above) towards the cost of the trip. This includes the cost of travel and cost of a tour guide. Payment can be made online via the School's Internet Payment system which is available from:

<http://www.scopay.com/nks>

If you would like to make an online payment, but have not yet been provided with login details, please contact a member of the School's Finance Team.

If you are unable to pay online, payment can be made by cheque or cash. Cheques should be made payable to 'The Norton Knatchbull School' and your son/daughter's name and form, together with details of the trip should be written on the reverse. All reply slips and cash/cheque contributions should be returned in a sealed envelope to Student Reception. Envelopes containing cheques can be deposited in the drop box, however, cash payments must be made in person by your son/daughter to the Student Receptionist. No responsibility can be taken for envelopes lost because they are not handed over at the earliest opportunity. Please be advised that if there is insufficient interest in the trip, the trip will not run and a refund will be given. Should the trip have to be cancelled for reasons beyond the school's control, including industrial action by outside agencies or adverse weather conditions, refunds will only be made in so far as the School can claim reimbursement. Should your son/daughter withdraw voluntarily from the trip, and the school has incurred prior costs, monies already paid will not be refunded.

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Students who are registered with KCC for free school meals are not expected to make a contribution and will be provided with a packed lunch by the school. If your son/daughter is registered with KCC for free school meals, please tick the appropriate box(es) on the medical/consent form. All students who are in receipt of a 16-19 Bursary will be expected to make a stipulated contribution towards the cost of the trip from the bursary payment.

As the trip will be returning outside school hours, students are expected to remain with the party until 4.30pm where they will be dismissed from Ashford International Station.

In the unlikely event of an emergency arising on the day of the trip, between the hours of 8am and 4pm parents/carers should ring the School Reception on 01233 620045. Outside of these hours the Duty Manager can be contacted on 07747 837927.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Pyatt', with a long horizontal stroke extending to the right.

Mrs J Pyatt
Teacher of Business Studies & Economics