

25<sup>th</sup> April 2019

Dear Parent/Carer,

### **Year 10 National Museum of Computing Trip – 3<sup>rd</sup> July 2019**

We are organising a trip to The National Museum of Computing for year 10 Computer Science students, and your son/daughter is invited to participate. The National Museum of Computing, located on Bletchley Park, is an independent charity housing the world's largest collection of functional historic computers, including the rebuilt Colossus, the world's first electronic computer, and the WITCH, the world's oldest working digital computer. The museum enables visitors to follow the development of computing from the ultra-secret pioneering efforts of the 1940s through the large systems and mainframes of the 1950s, 60s and 70s, and the rise of personal computing in the 1980s and beyond. Two teachers (including myself) will be accompanying the students.

This is a non-residential curriculum trip. The cost per student is £21. If you wish to book a place on this trip, please log in to Parent Pay and complete the required details by Wednesday 8<sup>th</sup> May 2019. Finally, please complete the attached eligibility and conduct agreements with your child and return them to student reception immediately. Your place will not be confirmed until we have received the signed agreements.

Travel to Bletchley Park will be by mini-bus. The trip will leave from The Wren School at 8.00am on 3<sup>rd</sup> July 2019 and will return to school at 4.30pm (traffic permitting). Parents will need to make their own travel arrangement for students to and from school at these times.

Students will need to wear school uniform and bring a packed lunch with them. Any students in receipt of free school meals can order a packed lunch when booking a place on ParentPay. You may wish to provide your child with 'pocket money' and up to £5 is thought to be sufficient for the trip.

We cannot fund this trip from the school's budget. Whilst there is no obligation to contribute and no student in the group will be omitted from the trip if their parents do not contribute, the trip cannot take place if insufficient contributions are received. In case of financial hardship, support may be available and any request will be dealt with confidentially and sympathetically. Please see The Wren Nest Egg Policy on our website for details. Pupil Premium students may also be able to use part of their funding to subsidise this trip, in consultation with the Pupil Premium Leader. Please note that any application for Pupil Premium funding needs to be submitted and approved by the deposit day and unfortunately, no application can be considered after that day.

Contributions are generally non-returnable unless the trip is cancelled by The Wren School. Should the student be withdrawn by parental request, we will make every effort to fill places from a reserve list; however all costs incurred by The Wren School due to the cancellation will have to be covered, whether the place is filled or not. The school reserves the right to charge an administration fee of 5% of the total trip cost. All such withdrawals should be discussed, in the first instance, with the trips administrator.

Please be aware that the medical information and contact details for your son/daughter that you have supplied for The Wren School's records are printed and taken on the trip by the trip leader and their deputy, in case an emergency arises. They are also supplied to the member of the Senior Leadership Team who is point of contact for the trip. The printouts are destroyed once the trip is over. By applying for a place on the trip, you are giving your consent for this information to be used for this purpose.

Please be aware that lost/stolen/damaged personal effects are not covered by school insurance.

The organisation of all trips includes a comprehensive risk assessment.

Our Schools Trip Policy holds comprehensive information on all aspects of this trip and we recommend that you read this in conjunction with this letter. It can be found on the Policies section of our website. If you have any questions which are not answered by the policy, please contact the trips administrator on [trips@wrenschool.org](mailto:trips@wrenschool.org).

Kind regards,

Mrs P Bailey  
Subject Leader of Computer Science & Business Studies