

Our Ref: 118/14

5th September 2014

Dear Parent/Carer

I have reserved tickets for 140 students in Year 7 to see “**Little Red Riding Hood**” at the Everyman Theatre, Hope Street, Liverpool, on **Wednesday 17<sup>th</sup> December** at 1.30pm. The cost of both theatre ticket and transport is £14.00 per student. We have been able to keep our costs down with the help of a generous donation from St. Margaret’s Parents’ Association.

**Theatre visit arrangements are as follows:**

Year 7 will travel in hired buses to the Everyman Theatre, leaving St Margaret’s at 12.45pm, after an early lunch. At the end of the pantomime (precise time to be confirmed), the students will be transported back to St Margaret’s for approximately 5.00pm.

As this visit will take place during school hours, no charge may be made for any students taking part. It will, however, be necessary to ask for a voluntary contribution of **£14.00** per student towards the entrance charges. If there are insufficient funds available, I shall have to cancel the trip. However, in the event of family hardship, please contact Mrs. R Moorcroft in confidence.

**All theatre tickets must be paid for by Friday 19<sup>th</sup> September.**

Please return the **REPLY SLIP**, along with the **ENVELOPE PROVIDED** with the correct money, (cheques made payable to **ST. MARGARET’S SCHOOL FUND**). Your son must give both slip and envelope to his **ENGLISH TEACHER** by **FRIDAY 19<sup>th</sup> SEPTEMBER**.

Yours faithfully,

Mrs. R Moorcroft  
Key Stage 3 Co-ordinator  
Trip Organiser

If students wish to make their own way home from the Everyman Theatre, they may do so **ONLY IF I HAVE RECEIVED A SIGNED LETTER TO THIS EFFECT, PRIOR TO THE VISIT. I WILL NOT BE ABLE TO ACCEPT LETTERS ON THE DAY OF THE THEATRE VISIT.**

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**REPLY SLIP TO BE RETURNED TO YOUR SON’S ENGLISH TEACHER**

Student Name: \_\_\_\_\_

Form: \_\_\_\_\_

I give permission for my son to travel by hired coach to the Everyman Theatre on 17<sup>th</sup> December, and enclose my voluntary donation of £14.00.

Signed \_\_\_\_\_ (parent/carer)

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