5th March 2024

Dear Parents/Carers,

**Re: Year 13 - Government & Politics Trip - Houses of Parliament – Monday 25th March 2024**

As part of the Government and Politics A-level course a trip to visit to the Houses of Parliament is arranged for Monday 25th March 2024.

Students can meet directly at St Albans City train station at 8.15am and we will travel into London together on the first off peak train. We will return to the city station by 5.00pm, students can make their own way home, the cost of the trip is **£25.00**, this is to cover cost of the return train ticket.

Students will need to bring a packed lunch or money to purchase food and drinks, students may wear smart casual clothing and should wear comfortable footwear suitable for walking.

Payments will need to be made online using School Gateway (see attached details).

Please be aware that if you are entitled to free school meals, there is funding available towards this trip. **Payments will need to be made online using the School Gateway website (see details attached), as soon as possible.**

**If you are registered or have previously been registered for free school meals** please contact Mrs Sen, **as soon as possible**, on 01727 731341 in order to allocate a place on the trip as there is funding available to support this trip.

On previous visits, some students have expressed a wish to stay in London afterwards, rather than return to St Albans with the group. Please also indicate if you are happy for your son/daughter to return to St Albans unaccompanied.

Please do not hesitate to contact me at school if you have any queries or questions.

Yours sincerely,



Mr Atterton

Assistant Headteacher

How to make payment:

Log on to: [www.schoolgateway.com](http://www.schoolgateway.com)

Select: Make a Payment

 Select:  **Houses of Parliament**

Follow the on-screen instructions to complete the payment.

We will gain the following information for your child from Arbor:

* **EMERGENCY CONTACT NAMES**
* **EMERGENCY CONTACT NUMBERS**
* **MEDICAL/DIETARY** information (if applicable)

**No further information or comment is required.**

**It is important that we have this information for the trip leader in case of an emergency and for Health & Safety reasons.**