25th January 2023

Dear Parent/Carer,

**Re: Design & Technology Trip - Friday 22nd March 2024**

The trip is to experience the wide variety of Textiles available and see some of the best contemporary dressmaking, machinery, sewing and stitching plus a fashion show.

I am planning on taking several students to the Stitch Festival at the Islington Business Centre, all students taking Design & Technology are invited to attend.

It will be a great opportunity for students to see what is possible and be inspired before they embark on their NEA project in year’s 10 & 11.

We have organised to travel by minibus to and from Marlborough, the cost of the trip is £16.50. Students will need to bring a packed lunch, although if entitled to free school meals a packed lunch will be provided by the school.

Please note that there are limited places on this trip, and this will be available on School Gateway from **Wednesday 31st January 2024 at 9.00am**.

**Payments will need to be made online using the School Gateway website (see details attached), as soon as possible. Please also provide EMERGENCY CONTACT details and any MEDICAL issues (if applicable) at this time.**

**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.

I know you will support me in reminding your child of the importance of always representing the school with excellent behaviour, on the trip and students should wear full school uniform.

If you have any questions regarding this visit, please do not hesitate to contact me at the school.

Yours sincerely

Mrs H Smead

**How to pay online**

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

Select: Make a Payment

Select: **Stitch Festival**

Follow the on screen instructions to complete the payment and please **ENSURE** that the following information is entered in the **COMMENT** box:

* **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.**

If you would like information on how to access the School Gateway system then please contact the School Office on 01727 856874.