



October 2023

Dear Parent/Carer

English Language Conference: Wednesday 6 December 2023

As part of our English Language and Literature A Level curriculum, we would like to offer your child the opportunity to attend the English Media Centre A Level Language Conference at Friends House, in London. This is a fantastic opportunity to hear lectures from specialists in the fields of Language and Linguistics; the trip will hopefully serve as inspiration for our students' future Non-Exam Assessment (NEA) writing.

We will be travelling by train from Berkhamsted and the students will need to meet at the station at 9.00am, ready to travel and **pay for their train ticket on the day**. We will travel home from London together as a group and estimate that we will be back in Berkhamsted by approximately 4.45pm

The cost for the Language Conference is £29.00 per student, including insurance. Payment should be made by ParentPay by Monday 6 November 2023. If you are interested in your child attending this trip, please make your payment as soon as possible or by Monday 6 November 2023 at the latest. Please note that the conference organiser will only hold tickets for us for a limited time and therefore we are unable to accept any late payments.

For students in receipt of Bursary, please complete the form below and return to the Finance Box by Monday 6 November 2023. Please note that the school's policy is that trips and other activities outside the normal teaching programme should be self-funding. In cases of genuine financial hardship, please contact Mrs Wilson in the Finance Office in confidence by Thursday 2 November 2023 .

If you have any questions or comments regarding this activity, please do not hesitate to contact me.

Yours sincerely

Mrs S Harvey
Head of English

English Language Conference – Please complete only if requesting bursary funding. Please return to the Finance Box by Monday 6 November at the latest.

Student name _____ Form _____

I give permission for my child to take part in the English Language Conference Trip on Wednesday 6 December 2023.

I have been accepted onto the 16-19 Bursary and am requesting funding.

Signed _____ (Parent/Carer) Date _____