

4<sup>th</sup> October 2011

Dear Parents

**Drama and Theatre Studies Trip to London – Feb 2012 - Years 11-12**

I am pleased to confirm that I have arranged a trip to London to see four shows in the West End from Thursday 2<sup>nd</sup> February to Sunday 5<sup>th</sup> February 2012.

The shows we are hoping to see, subject to confirmation, are: *The Lady Killers*, *39 Steps*, *Shrek* and *Billy Elliott*. We will also be participating in theatre workshops and a back stage tour.

This is a wonderful opportunity for your son to extend his knowledge of practical theatre and will most certainly help prepare him for his Drama or Theatre Studies examination in June. Exam results have shown that students who have had the opportunity to experience live theatre of this calibre will achieve better results in the long run. We have endeavoured to keep the cost of this trip as low as possible, however, if you would like to discuss these costs further, please contact Mrs Carolyn Ferguson, the Finance Manger on 638259 in confidence.

In order to secure a place on the trip for your son, please return the attached reply slip and a cheque for the first instalment – we regret that this deposit is non-refundable.

The cost of this trip is £525 per student to include all travel, accommodation, theatre tickets, workshops and evening meals (lunch time meals and other drinks etc not included)

We would request payments to be made in the following instalments:

£175 = payable by 12<sup>th</sup> October  
£175 = payable by 1<sup>st</sup> November  
£175 = payable by 1<sup>st</sup> December

Full details of the trip will follow, including the hotel address, emergency contact numbers, a code of conduct agreement and advice on other related matters.

Please would you kindly return the reply slip to me with a deposit of £175.00 no later than **Wednesday 12<sup>th</sup> October**.

Please do not hesitate to contact me if you require any further assistance.

Yours sincerely

**Lucy Douglas**  
**Acting Head of Drama**

**LONDON TRIP**

**Reply slip for Miss Douglas**

Please find attached the deposit of £175 for the London Theatre trip. (Cheques should be made payable to **Victoria College School Fund**)

Student's Name .....School /Form .....

**Further payments** - Please choose one option and circle the method of payment

**Option 1.** I shall make arrangements with my bank for two monthly payments of £175.00 starting 1<sup>st</sup> November and a final payment on December 1<sup>st</sup> 2011.

Method:      CHEQUE      INTERNET PAYMENT

**Option 2.** I would like to pay the remaining balance of £350.00 in full by 1<sup>st</sup> November.

Method:      CHEQUE      INTERNET PAYMENT

Parent/Guardian Signature .....

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**Victoria College Bank Details**

**SORT CODE: 40-25-34**

**ACCOUNT NUMBER: 31237632- Victoria College School Fund**

Please quote your son's name and the words '**London Drama Trip**' as the reference for the payment.