

St Matthew Academy

St Joseph's Vale, Blackheath, London SE3 0XX

Executive Head: Mr Serge Cefai

Head of School: Ms Miranda Baldwin



4 May 2018

Dear Parents and Carers

Visit to KPMG Head Office – Canary Wharf

We would like to inform you that your child has been chosen to be one of the Year 9 students taking part in the KPMG professional mentoring programme. Your child will meet their mentor once a month during this academic year. One in every 3 sessions will take place at the KPMG Head Office in Canary Wharf. Their first visit took place on Friday 19 January 2018. The second visit will take place on 22 June 2018. Your child will have the opportunity to meet with his/her professional mentor at their place of work which will give them an insight into the work they do within KPMG. Your child will have the opportunity to have a working light breakfast, a tour of the building and network with other professionals at KPMG.

The details of the trip are as follows:

Date:	Friday 22 June 2018
Departure Time:	8.50am from School
Return Time:	12.30pm
Travel:	DLR
Dress:	Full school uniform must be worn
Cost:	Oyster Card with £3.50 credit or £4.20 for student travel card

Myself as visit leader and my colleagues will retain the overall pastoral responsibility that we have when in school and which is well established in law. The law requires that teachers do everything reasonably practicable to ensure the safety of everyone in the group, and the staff will use their skills and experience as adults and teachers to protect the health, safety and welfare of the students. A detailed risk-assessment has been carried out, a copy of which is available from the school if you wish to see it.

If you would like your child to take part in this trip, please complete the attached permission slip and return it to myself at school by Friday 8 June 2018.

Yours faithfully

Mr O. Sel
Director of Learning Year 9
Trip Leader

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RETURN PERMISSION SLIP TO: Mr O Sel by Friday 8 June 2018

Year 9 Trip to: KPMG – Trip to Head Office – Canary Wharf 22 June 2018

I am aware that the school has a detailed policy on the safe running of educational visits, which I can obtain from the school. I am also aware that the school's educational visits are always well organised with a particular attention paid to health and safety. I understand that there can be no absolute guarantee of safety, but appreciate that the school leaders of the visit retain the same legal responsibility for pupils as they have in school and will do everything that is reasonably practicable to ensure the safety of everyone on the visit.

Name of Child: Form:

Does your child have any condition or medical treatment requiring special medical attention? **Yes/No**

If yes please give details

Does he/she have any special dietary requirements? **Yes/No**

If yes please give details

Does your son/daughter have any allergies? **Yes/No**

If yes please give details

*** I give/do not give permission for my child to attend The KPMG Head office at Canary Wharf 15 Canada Square, Canary Wharf, London E14 5GL on Friday 22 June 2018 - 8.50am to 12:30pm**

Declaration:

I confirm that my child is in good health. I agree to inform the group leader of any change in medical condition, and I give consent to any administration of medication as may be considered necessary by medically qualified persons, and any first aid deemed necessary, in an emergency situation during the visit.

Signed (Signature):Date:

Name of Parent/Carer: (Please print).....

Contact No:

Email: