

Alderton Hill, Loughton, Essex IG10 3JA
t: 020 8508 1173 (no fax available)
e: office@rodingvalley.net www.rodingvalley.net

Head of School: Mrs S Jenner Executive Headteacher: Mr P Banks



Roding Valley

HIGH SCHOOL

18th June 2018

Dear Parent/Carer

For the students who have been unable to organise a work shadowing day on Tuesday 10th July with parents or relatives we have arranged for them to spend the day at Epping Forest College, Borders Lane, Loughton, Essex IG10 3JA.

Students will be given the opportunity to participate in four different workshops throughout the day. They will also be given a tour of the college and find out about courses on offer Post 16.

In order to facilitate this day your son/daughter should make their own way to the College to arrive at 10am they do not need to wear school uniform, however they will need to bring a pair of trainers. They should report to the College reception where they will be met by staff from Roding Valley and advised as to the location of their workshops. Members of Roding Valley staff will be accompanying the students in each session. The day will be finished by 2pm and students can then make their own way home.

There is no cost to this trip however we do recommend students bring a small amount of money if they wish to buy any snacks or drinks.

If you have any concerns or require any further information about the day please contact Mr Price, Progress Leader Year 10 or Mrs Mason, Careers Development Manager.

So that we can organize the day, could you please sign the consent form below and return it to your son/daughter's form tutor no later than Friday 22nd June.

Yours sincerely

Mrs S Jenner
Head of School

Mr T Price
Year 10 Progress Leader

Mrs D Mason
Careers Advisor

Student Name:..... Form:.....

I do/do not give permission for my son/daughter to attend the Taster Day at Epping Forest College on Tuesday 10th July.

I have completed the attached consent and health information.

Signed:.....Print Name:.....

Please return to form tutors by Friday 22nd June 2018.

