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Dear Parents and Carers

### Visit to London Library Wednesday 16 November

You are receiving this letter as your child has expressed interest in participating in a trip to The London Library organised for the 16 November to assist with the completion of their EPQ research. The session will include a general introduction to the library, a session on research skills plus the books for individual EPQ projects. After the session, students are welcome to remain in the library and return home on their own. A member of staff will remain in the library while students are still present. Please ensure that you sign the form below to approve this.

Please, see details below:

- **Venue:** The London Library, 14 St James's Square, London SW1Y 4LG. Nearest tube: Piccadilly Circus or Green Park. Nearest railway station: Charing Cross
- **Meet:** 6<sup>th</sup> Form library at 14:05
- **Member of Staff Leading Trip:** Mr. Harvey
- **Travel arrangements:** Walk to Kidbrooke Station, take the 14:47 train to Charing Cross and then walk from there to The London Library. In case students get separated from rest of group, they will be given the number of the school trip phone.
- **Students are required to bring** Oyster Card. 6<sup>th</sup> Form lanyard and ID badge. Facemasks are no longer required though students can wear them if they wish to. Students are welcome to bring laptops as there are Wi-Fi facilities.

Your sincerely,

A handwritten signature in black ink that reads "C.F. Harvey". The signature is written in a cursive, flowing style.

C. F. Harvey  
Librarian

Please complete and return to Mr Harvey in the School Library

Students Name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Please tick the correct column	Yes	No
I give permission for my child to participate in the above trip		
My child has medical conditions which may affect them on this trip. If yes, please do add details below.		
Medical condition details:		

Emergency contact number: \_\_\_\_\_

Student's contact number: \_\_\_\_\_

Signature of parent or carer: \_\_\_\_\_

Date: \_\_\_\_\_