

31st October 2018

Dear Parent/Guardian

**Re: Cinema trip Thursday 20<sup>th</sup> December 2018**

The school is organising our annual Christmas visit to Cineworld Cinema in Boldon. The movie will be a latest new release and will be a U, PG or 12A certificate. Students will be accompanied by staff, both inside and outside, the cinema at all times. The cinema visit is organised as a reward for students who have achieved targets set for behaviour and attendance.

The cost of the visit is £12. This includes entry to the film, insurance and coach travel. No other costs are incurred. Please note that food concessions will not be available.

We will be leaving school at 9.15am and returning to school at approximately 12.30pm. Pupils must be in school at the normal time of 8.45am and must be in full school uniform. Pupils will have lunch as normal on return to school.

Attendance on this trip will be strictly on a first come first served basis and is dependent on good behaviour and attendance. Once payment is made we are unable to return any money if for any reason a student changes their mind.

If the school is unable to allow a pupil to attend the visit due to concerns about their behaviour or a decline in school attendance who has previously paid, the parents will be reimbursed for that payment.

We are pleased to inform you that Cardinal Hume Catholic School now has the facility to accept online payments for trips and other school activities. Using a secure website called ParentPay you are able to pay online using your credit or debit card. This can be accessed from the School website and you will by now, have received your ParentPay log in. If you are unable to locate this, please contact the school office for assistance.

Making a payment using your credit or debit card is straightforward. Your card details are not retained by the school. ParentPay holds an electronic record of all online payments for you to view at a later date. When you make a payment, an e-mail confirmation is sent to you, giving you reassurance that the transaction has been successful.

As a reminder please follow instructions below

**Once you have your login details, the system is quick and easy to use:**

- Visit [www.parentpay.com](http://www.parentpay.com/) (<http://www.parentpay.com/>)
- Enter your activation username and password in the Account Login section of the homepage. N.B. These are for one-time use only, you will choose your own username and password for future access during the activation process.
- Provide all the necessary information and choose your new username and password for your account – registering your email address will enable us to send you receipts and reminders.
- Once activation is complete you can go straight to Items for payment, select which item(s) you want to add to your basket and proceed to complete your payment.

We thank you in advance for your support is using this service to pay for your child’s visit.

If you are unable to access ParentPay and would like your child to attend please complete the reply slip below and, along with £12 payment, return it to the school by Friday 23<sup>rd</sup> November to secure their place. Please hand this form and payment to nominated staff at break time in Atrium.

Yours faithfully

Mr R. Pinnock  
Head of Aidan House

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**REPLY SLIP**

I/we the parent/guardian of .....Tutor Group .....  
hereby give permission for him/her to take part in the cinema visit on Thursday 20<sup>th</sup> December 2018.

I understand the conditions of payment as stated in the information letter.

Signed ..... (Parent/Guardian)                      Date .....