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Date: 15 May 2015



Department of Education  
Williamwood High School  
Acting Head Teacher: William Inglis MA (Hons)  
Eaglesham Road, Clarkston,  
East Renfrewshire  
G76 8RF

Dear Parent,

## **BIG DAY OUT – TUESDAY 23 JUNE 2015**

Each year, on the second last day of term, Williamwood High School runs a *Big Day Out* to celebrate the arrival of summer and to give pupils a chance to relax and enjoy themselves with friends and teachers after a hard year of school work.

Attached to this letter you will find a list of the activities and trips on offer this year. A range of in-school activities will also be organised for pupils who prefer to remain in school.

Some trips can only accommodate a limited number of pupils. Consequently, places on trips will be allocated on a 'first-come-first-served' basis. Arrangements for choosing an activity are as follows:

1. Pupils should discuss their preferred activities with parents. (Further information about trips, if required, can be obtained from the member of staff listed on the attached list of activities).
2. Once pupils have identified their preferred activity, they should ask parents to pay for the trip on-line using the payments4schools link on the school website. The on-line payment facility for the *Big Day Out* will go live on **Friday 22 May**.
3. To make an on-line payment, you will need to know your child's SQA number. Pupils have been told to note these numbers in their homework planners.
4. The number of places on some of the trips will be limited. Once all places on a trip have been filled, the payment facility for that trip will be removed from the website.
5. Once payment has been made, pupils should approach the member of staff leading their chosen activity and collect a parental consent form. This consent form should be completed and returned as quickly as possible.
6. Final details of each activity will be issued to participating pupils once exact numbers have been finalised.
7. Should you not have access to on-line payment facilities, payment by cash or cheque (made payable to East Renfrewshire Council) can be made from Friday 22 May onwards.

If you have any questions regarding arrangements for the Big Day Out, please do not hesitate to contact me on the above telephone number.

Yours faithfully

Mrs Kate Sinclair  
Depute Headteacher



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