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 Date: 27 March 2017

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

Dear Parent/Carer

### BIG DAY OUT – MONDAY 26 JUNE 2017

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.

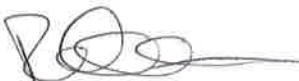
Attached to this letter you will find a list of the activities and trips on offer this year. In addition to trips out of school, a range of other activities is available for those pupils who prefer to remain in school.

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 first discuss their preferred activities with their parent/carer. (Further information about trips, if required, can be obtained from the member of staff listed on the attached list of activities).
2. For in-school activities with no cost, pupils should simply reserve their place by giving their names directly to Mr Allan in the science department by **Friday 21 April**.
3. For all trips and activities which incur a cost, payment should be made online through *ParentPay*. Please note that payment for Big Day Out trips can be made on *ParentPay* from **5.00pm on Thursday 30 March**. Payment for trips can be made at any time until Friday 21 April (or until no available places remain).
4. 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.
5. Full details of the arrangements for each activity will be issued to participating pupils once exact numbers have been finalised.

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



Mr Ross Allan  
 Teacher of Chemistry



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