

29 November 2022

Dear Parent/Carer

As part of the Business Diploma course, students must plan and manage an event in the community.

This year's group have decided to run a stall at Cheddar Festive Night which is on Friday 2 December 2022. They will locate their stall in The Garden of Fragrance which is located in the Cheddar Gorge along Cliff Street.

The group has decided to sell homemade cakes and biscuits which will be packaged and labelled. Jobs are divided up between the group and it is therefore important that everyone does their bit as the whole group is being assessed on the outcome.

After the event, students will evaluate the whole process individually and submit a piece of coursework, which is then assessed internally and graded as part of their qualification.

The event starts at 5.30pm and will finish at approximately 9.00pm. Students have been told in advance that this event is compulsory, and they cannot pass this unit unless they attend the whole evening. They are expected to make their own way to and from The Garden of Fragrance, organise tables, coverings, decorations and stock between them. Staff members from the Business Studies Department and our external business mentors will be available to help on the night.

Although the event is free of charge, parents/carers are required to log into ParentPay where there will be a facility to give consent for this course. This will need to be completed by Thursday 1 December 2022.

The visit will be covered by the Academy's Insurance Policy. Please be aware that:

- Except for visits abroad, insurance arrangements are the same as those for pupils in the Academy, i.e. only provides cover if negligence is proven or accepted by the Academy and/or its employees.
- You should consider making your own insurance arrangements for personal accident cover for your son/daughter for Academy activities in the UK.
- As parent/carers you have fully understood and are satisfied with the details supplied about the above-mentioned activities. You agree to your son/daughter taking part in it, and know of no medical reason why he/she should not participate.

As with all Academy trips, students will be expected to uphold the reputation of the Academy and, therefore, exceptional behaviour is always expected throughout the trip and in the lead up to the trip. All enrichment activities have a short meeting prior to the date of the trip. The date and time of the meeting is circulated via tutors and Firefly. It is essential all students attend these.

If you have any queries about the evening please contact me in school and I will be happy to help. I look forward to a successful sales opportunity and hope the students make a healthy profit.

Yours sincerely



Mrs J Wilson
Head of Enterprise and Technology Faculty