

13/12/2018

Dear Parents and Guardians

Wycombe Management Conference 2019 Royal Grammar School in partnership with Wycombe Abbey School

I am writing to invite your son to take part in the 26th annual Wycombe Management Conference which will be held **Tuesday 26th February (4-6pm) and Wednesday 6th - Thursday 7th March 2019** at Wycombe Abbey School.

This is an excellent opportunity for many of our Year 12 to hear from outstanding speakers from industry and commerce and to experience decision-making in situations that could occur in their future working life. The conference is supported by business mentors from a diverse range of companies. I attach the programme from the 2018 conference so that you may see what is involved. Please note that the programme is subject to change each year.

I would encourage students studying any combination of A levels to apply. Please note that all delegates are expected to be committed to the evening event and full day and a half of the conference.

Within the terms of the School's policy on charging, I am writing to ask for your agreement to your son attending this conference and to ask for a voluntary contribution of **£35**. This contribution will include all meals and refreshments during the conference. In cases of severe financial hardship, please do contact me in strictest confidence and I will see if there is funding available to assist.

If you wish your son to attend the conference, please log onto Parent Pay after 4pm on Friday 4th January when it will go live, look up 'Wycombe Management Conference 2019' and pay the full amount of £35. The 100 places for this event (which in previous years sold out in less than 48 hours) will be allocated on a first come first served basis with five reserve places. If you are unable to pay online, please contact the Finance Office to pay by an alternative method. Please note that where the School is required to make non-refundable payments to any provider, we would not be able to provide a refund should your son withdraw from this conference.

As you are aware, you and your son have completed and signed the 'RGS Lifetime Behaviour and Medical Consent form' for RGS day trips. However, please understand that it is a parental responsibility to inform Matron matron@rgshw.com of any changes to the medical condition of your son, and any changes to emergency contact numbers should be sent to Mrs Gamester pg@rgshw.com; these requests apply to your son at any time during his school career. Contact detail changes can also be made using the SIMS Parent App.

If you require any further information, please do not hesitate to contact me - las@rgshw.com.

Yours sincerely

Lucy Sowah

Director of Higher Education and Careers