



21<sup>st</sup> January 2019

Dear Parent/Carer

**MENTORING WORKS**

Your child has been selected to attend the Mentoring Works Programme. We link students from Cardinal Pole Catholic School to mentors from Ince & Co. These business volunteers mentor students in order to help them reach their individual goals. The programme will now run for the remainder of the academic year. Your child meets their mentor at their offices after school. Meetings take place, on average, once a fortnight. Mentors work with students on topics such as: school coursework, researching colleges, CV's, job applications, presentation skills and looking at future careers.

**Details of the trip:**

<b>Venue:</b>	<b>Ince &amp; Co Aldgate Tower, 2 Leman St, London E1</b>
<b>Date(s):</b>	<b>23<sup>rd</sup> January 2019</b>
<b>Time:</b>	<b>3pm to 5.30pm</b>
<b>Travel arrangements:</b>	<b>Bus 254 to venue</b>
<b>Cost:</b>	<b>£00.00</b>

Please be assured that the students will be accompanied to and from the venue, as well as being fully supervised for the entire trip. If there are any concerns regarding the trip, please feel free to contact me, Mr Akinola, on the above number.

Please complete the attached reply slip below and return it to me by 22<sup>nd</sup> January 2019. **Please Note: No child will be allowed to attend the trip without a completed reply slip. Please also note that only students with good behaviour will be permitted to attend a trip.**

Yours faithfully,

Mr Akinola  
Pastoral Manager Year 10

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**REPLY SLIP: Mentoring Works - Please return to Mr Akinola by 22/01/2019**

**I give permission for my child to attend the trip to Ince & Co Law firm**

Student Name:..... Form:.....  
(please print)

Medical Condition/Allergies:.....

Emergency Contact Name and Relationship to Child:.....

Emergency Contact Number:.....

**Please tick one of the boxes below**

- My child will be collected from school
- My child will make their own way home

Signed:..... (Parent/Carer) Date:.....

