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MRS J MOHAMED
Head Teacher

14 January 2016

Dear Parent / Guardian

Engineering Education Scheme - Sparrows Workshop

A requirement of the Engineering Education Scheme that your son/daughter has been involved in is that they attend a two day workshop at Sparrows. This has been organised for Thursday 28 and Friday 29 January.

The purpose of the trip is to allow students to:

- work with engineers from Sparrows to produce a viable solution to their problem brief
- get an insight into the different careers within sparrows and the business itself

Sparrows is located on the Denmore Road, (please find a map attached) so pupils have agreed they will make their own way. Pupils are to meet in the Scott House building at 9am and we plan to work until 5pm, this will give students the experience of a standard working day. It will also enable the Sparrows team to fit in as much as possible in the two days. Students will be given a mid-morning and afternoon break. They will also have an hour for lunch where sandwiches will be provided. Therefore it is important that specific dietary requirements are listed on the reply slip below. Sparrows have asked that pupils wear their **full school uniform**.

Parents should inform me of any outstanding medical conditions or medication needs. If you have any questions about this, or any other aspect of the workshop, please do not hesitate to contact me. Parents should also be aware that Aberdeen City Council does not hold insurance for personal accident, illness loss or damage incurred by participants.

I would be grateful if the reply slip could be completed and returned to me by Friday 22 January. I would also appreciate an emergency contact number so that someone can be contacted in case of change of arrangements/emergency.

Yours faithfully

Miss C Beacom
Teacher of Technology and Design

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To be completed by Parent/Guardian and returned to Miss C Beacom by Friday 22 November.

Sparrows Workshop - Thursday 28 and Friday 29 January.

Pupil name: _____ Class: _____

Contact Number: _____ Dietary Requirements _____

I agree that my son /daughter can go on this trip. I am aware of Aberdeen City Council's policy on insurance.