



2<sup>nd</sup> March 2020

Dear Parent(s)/Guardian(s)

**Emergency First Aid at Work course.**

I am delighted that your daughter has secured a place on the 'Emergency First Aid at Work' course. As numbers have now been finalised, please may I ask you to make the payment of £80. Cheques should be made payable to The Ladies' College, or you can pay by BACS to

NatWest Bank Plc  
The Ladies College  
**Sort code:** 60-09-20  
**Account number:** 06017614  
**Ref:** First Aid Course 2020 (Surname)

1. Saturday 18<sup>th</sup> April 2020

Please note this course is operated and staffed by St John's training team and The Ladies' College does not accept liability, either for the course content or for the health & safety of participants during the course. The course location has been confirmed; Les Cotils 9.00am – 3.30pm. Girls can either take a packed lunch or purchase lunch from the Café.

If you have any further queries regarding the First Aid Course, please do not hesitate to contact me.

Yours sincerely,

*E. Clements*

Miss Emma Clements  
**Head of Sixth Form and Enrichment**