11 November 2026

Dear Parent/Guardian

BAE SYSTEMS APPRENTICESHIP VISIT – 20 NOVEMBER

I have organised a trip to **ASK, BAE SYSTEMS, Samlesbury** on **Friday, 20 November**. The 2027 Apprentice application window is open from January and they are hosting an event at their Academy for Skills and Knowledge (ASK) to enable pupils to find out more about early career opportunities. The sessions include presentations, talks from current apprentices and tours of their training facility. Pupils will receive first-hand information from their current apprentices around the 2027 opportunities within early careers.

Usual agenda

- Welcome presentation
- Hangar overview
- Career workshop
- STEM room
- Market stall room (stands for each apprenticeship scheme)

Time - The trip is in the afternoon with pupils arriving there for registration at 12:00pm, with a 12.30pm start, and leaving at 2:30pm in time for school buses, all being well with traffic. The trip is over our lunchtime, and pupils will require a packed lunch to eat on route in the minibus.

General information

- Pupils must wear their full school uniform.
- Pupils must meet Mrs Lawe and Mrs Qadri in the dining room corridor to register for 11.15am at the end of break once they have registered with their class teacher.
- Pupils will travel in the school minibus
- Due to security restrictions, photography of any kind is strictly prohibited anywhere inside the ASK building. All visitors are kindly asked to not take photographs during their visit (this includes posts on all forms of social media).
- Pupils will be representing the school and potentially creating an impression of themselves to future employers. Conduct on the trip should reflect this.
- We will return to school by 3.10pm, traffic permitting, from Samlesbury
- **Pupils who are 16 on the day** of the trip will be required to bring their passport for security reasons. Can I ask they bring it to me as soon as possible for photocopying, in case they forget on the day.

If you have any questions regarding the trip, please email me at t.smith@priory.lancs.sch.uk

Yours faithfully

Ms T Smith
Lead Practitioner for Personal Development
Careers Leader and Advisor

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REPLY SLIP: BAE SYSTEMS TRIP – Friday, 20 November 2026

To be returned to Ms Smith's office desk by Monday, 16 November.

Pupil Name: …… Form/Class: .....

I give / I do not give permission for the above pupil to take part in the BAE SYSTEMS trip.

I understand that my child may arrive back at school after buses leave and alternative transportation home may be required.

If my child is aged 16 on the date of the trip, I will arrange for them submit their passport to Ms Smith as soon as possible for photocopying, in case it is forgotten on the day

Signed: ……

Print Name …… (Parent/Guardian)

Date: ……