

CURRENT DATE: 30th Jan

Task: Write a notice to notify parents about the upcoming school trip. All necessary information to include is given to you in the data file below. You should aim to complete this task in around 15-20 minutes. [Task Completion: 10]

Email from colleague

17-1-2024 11:39AM

Dear Anthony,

As you might be aware of, the annual school trip is coming up. Can you help me draft a notice for all the parents. Make sure you include all the details of the trip (date, time, pickup location, venue, activities) as well as other helpful information. You know we have to make sure everyone returns home happily and safely. Most importantly clearly state the fees and the deadline for handing it in. You know how the accounting apartment jumps around when they receive payments late. Thanks!

Best,
Simon

Potential trip locations

Penfold Park	Pak Tam Country Park
Fee: N/A Trip time: 10am-4pm Potential activities: <ul style="list-style-type: none">○ Watch equestrian train their horses○ Enjoy the greenery of the park○ See rare species of birds Note: Closed from 1 st March til 6 th March to facilitate maintenance of grass racetrack.	Fee: \$60 per person for water activities Trip time: 9am-4pm Potential activities: <ul style="list-style-type: none">○ Take a hike and enjoy the scenery at the highland reservoir○ Barbeque at designated sites○ Water activities (e.g. kayaking) at nearby water sports centres
ICC	Shenzhen Uniwalk (Shenzhen)
Fee: \$168 per person Opening hours: 10am – 4pm Potential activities: <ul style="list-style-type: none">○ Visit nearby cultural museum○ Enjoy the city view at the viewing deck○ Cantonese opera show	Fee: N/A Opening hours: 9am – 6pm Potential activities <ul style="list-style-type: none">○ Indoor skiing○ Quality food○ Visiting small shops with interesting products.

Message from another colleague

Monty: Hey Anthony did you decide on where to talk your grade yet for the school trip on March 1st?

Anthony: 1st?! I thought the trip was on the 30th! Well at least that would help me to eliminate an option on my hand. I still stuck between 3 potential choices, do you know if there are any extra requirements?

Monty: Well I think there is a budget requirement, we don't want to bankrupt our kids afterall. So I think there is a cap of \$100 for any entrance fees to facilities.

Anthony: Right let's not be too ridiculous with the entrance fees.

Monty: Oh and because of safety concerns, the school *explicitly* says we should not bring students across the border, but I don't think anyone is dumb enough to consider that. And also they said students should be picked up by coaches for both ways of the trip so we can dismiss them at the school.

Anthony: Haha who is THAT stupid to think of that, can't be me! I think I have a good idea as to what I should pick, I should probably go back to drafting my notice...

Monty: Good luck with that!

20-1-2024

Information on Penfold Park

Penfold Park is located in the infield of the Sha Tin Racecourse built and managed by The Hong Kong Jockey Club. Penfold Park has been open to the public on non-racedays since 1979 and serves as a popular "green lung" in the city for residents of Sha Tin and further afield, attracting some 15,000 people a month to enjoy its clean and safe environment and high-quality grassed areas.

Penfold Park is one of the city's major habitats of wild egrets and with its fascinating landscapes and greenery, the park was ranked 4th in the "Best Garden in Hong Kong" voting campaign in 2009 alongside Hong Kong Park, Sai Kung East Country Park and Nan Lian Garden. Rare bird species such as the Chinese pond heron, black-crowned night heron and grey heron are frequent guests at our meadow.

Information from water sports centre

Here are some important points to note before you make your visit:

Health and safety:

Do not go to areas with water depth exceeding your waist if you are a new swimmer.

Always wear a life jacket for all water activities

Bring sunscreen with you to avoid sunburns

Other important information:

For hygienic reasons, all visitors must bring their own swimwear and swimming goggles.

No towels will be provided in the showers, so it is advisable to bring your own.

We offer lockers for \$50/day, feel free to use them if you are leaving our centre and visiting nearby country parks.

Accounting spreadsheet on 25-1-2024

Item	Cost/Head (\$)
Entrance Fees + Insurance	200
Lunch Budget	50
Transport (Coach)	10
Total Cost Per Person	260
Students	120
Total Cost	31200

Email from accounting department

Dear Anthony,

We have approved the budget for your plan submitted on 25-1-2024. For the upcoming school trip, the school will provide a \$100 subsidy per student. Please remind students to hand in the remaining fees by 8th Feb just right before the Lunar New Year holiday.

Best regards,

Polly Shum

Accounting Manager

27-1-2024