



1 October 2018  
klm/pmt/dognightatrip

Dear Parents

## **Drama trip to see *The Curious Incident of the Dog in the Night-Time* – Wed 9 January 2019**

We are pleased to be able to offer our Year 10 to 13 Drama students a trip to see 'The Curious Incident of the Dog in the Night-Time' at the Piccadilly Theatre in London

Mrs Matyla and two other members of staff will be accompanying the students on this trip. Travel to London will be by coach. The trip leaves from St John's at 16:00hrs on Wednesday 9 January 2019 with students meeting in the Atrium at 15:45hrs for a prompt departure at 16:00hrs. We will return to St John's at approximately 01:00hrs Thursday 10 January 2019. Parents will need to make their own travel arrangements for students to and from St John's at these times. Whilst students may wish to stay at St John's between the end of the school day and the trip departure, there will not be any supervision until 15:45hrs. Students attending the trip will be expected in school as normal the following day.

Students will need to wear smart, comfortable clothing and bring pens and notepaper with them. Students should have eaten before departure, as there is unlikely to be any opportunity to do so later. You may wish to provide your child with 'pocket money' and up to £15.00 is thought to be sufficient for the trip. Places are limited and names will be drawn from a hat should the trip be oversubscribed.

### **The cost of the trip is £39.00 and should be paid by Friday 19 October 2018 at the latest.**

Under the Education Reform Act, some of the costs involved with this trip are voluntary, however I have to emphasise that this visit cannot go ahead unless parents are willing to contribute.

In case of financial hardship, support is available from the St John's Opportunity Fund and a letter to the Principal will be dealt with confidentially and sympathetically. Bursary Fund grants should be used towards the cost of this trip for students in Yr. 12. In order to qualify for Bursary funding attendance needs to be 95% or above and awards are dependent upon household income levels. If your son/daughter has not already applied, an application form can be obtained from Mrs McArdle or Mr Gibson. Proof of household income will need to be supplied to support the application.

**Payment should be made online through ParentPay, you will not need to return the paper permission slip if you pay online.** Payment can still be made by cheque with the completed permission slip at the end of this letter. For security purposes we request that you do not make payments in cash, the Academy cannot be held responsible for the non-receipt of cash payments from students. *If you have mislaid your log in details, please contact Mrs Shirley Woodburn on 01672 519567 or by emailing [swoodburn@stjohns.excalibur.org.uk](mailto:swoodburn@stjohns.excalibur.org.uk)*

**Payments are generally non-returnable unless the trip is cancelled by St John's. Should the student be withdrawn by parental request we will make every effort to fill places from a reserve list, however all costs incurred by St John's due to the cancellation will have to be covered, whether the place is filled or not. All such withdrawals should be discussed, in the first instance, with Mrs Pauline Marshall-Thomas.** Please note there will also be a 5% Admin charge made for any parental cancellation, unless the cancellation is due to a substantiated medical reason.

The organisation of all trips includes a comprehensive risk assessment. The Principal and Trip Organiser may choose to exclude from the trip any students whose behaviour or schoolwork is not satisfactory. **Any student withdrawn by St John's for these reasons will be at the expense of the parents. It is not possible to guarantee any refund of monies already committed by St John's and indeed expenses not already covered may be claimed from you.**

Please be aware that the medical information and contact details for your son/daughter that you have supplied for St John's records are printed and taken on the trip by the trip leader and their deputy, in case an emergency arises. They are also supplied to the member of the Senior Leadership Team that is point of contact for the trip. The printouts are destroyed once the trip is over. By applying for a place on the trip, you are giving your consent for this information to be used for this purpose

Payment and permission needs to be received by **Friday 19 October 2018**

Yours faithfully



**Mrs K Matyla**  
**Head of Department – Drama**



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*Please return slip and **cheque** payment to the Financial Mailbox located in the Atrium by the exit to the tennis/netball courts. These should be in an envelope marked for the attention of Mrs Pauline Marshall-Thomas and the student's name, tutor group, trip/event name, trip date and trip organiser must be detailed on it. Cheques should be made payable to 'St John's Marlborough'.*

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**Organiser – Ms Matyla**

Student: ..... Tutor Group: .....

1. I give permission for my son/daughter to be included in the above-proposed trip.
2. I enclose payment of £39.00.
3. I understand that there may be no refund due, should my child be withdrawn from the trip by St John's.
4. I accept that I will be liable for all costs incurred by St John's should I withdraw my child from the trip, should it not be possible to replace them with another student. I will also be responsible for any costs incurred in the transfer of places to a replacement should this occur.
5. Please detail any recent medical information that the school may not be aware of;

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Signed: ..... Date: .....  
(Parent)

**IT WILL NOT BE NECESSARY TO RETURN THE PERMISSION SLIP IF PAYING ONLINE**