



9 November 2018
klm/pmt/Y9jamtri

Dear Parents

Year 9, Everybody is Talking About Jamie Theatre Trip – Wednesday 27 March 2019

We are pleased to be able to offer our Year 9 students a trip to see 'Everybody is Talking About Jamie' at The Apollo Theatre in London

Miss Pidgeon, Mr Jarvis and myself 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 27 March 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 12.45hrs Wednesday 27 March 2019. Parents will need to make their own travel arrangement 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 or their school uniform and 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 £42.50 and should be paid by Monday 26 November 2018. 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 make a contribution. 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.

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*

Payments are generally non-returnable unless the trip is cancelled by St John's. Should the student be withdrawn by parental request we will make every effort to fill places from a reserve list, however all costs incurred by St John's due to the cancellation will have to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 **Monday 26 November 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**'.

Year 9, Everybody is Talking About Jamie Theatre Trip – Wednesday 27 March 2019
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 £42.50.
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