



9 November 2018
klm/pmt/Y7mattrip

Dear Parents

Year 7 Matilda Theatre Trip – Wednesday 1 May 2019

We are pleased to be able to offer our Year 7 students a trip to see 'Matilda' at the Cambridge Theatre in London

Miss Pidgeon, myself and another 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 10:30hrs on Wednesday 1 May 2019 and should return to St John's at approx. 17.00hrs. Please ensure arrangements are in place for your son/daughter to be collected from St John's. Students attending the trip will be expected in school as normal the following day.

Students should wear their normal school uniform and bring a packed lunch. 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 £64.00. An initial non-returnable deposit of £20.00 will be required by Wednesday 21 November 2018 at the latest. With a further payment of £44.00 due by 7 January 2019. 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Payments are generally non-returnable unless the trip is cancelled by St John's. Should the student be withdrawn by parental request we will make every effort to fill places from a reserve list, however all costs incurred by St John's due to the cancellation will have to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 **Wednesday 21 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 7 Matilda Theatre Trip – Wednesday 1 May 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 £20.00 and confirm I will be making the full contribution of £64.00 by the final payment deadline.
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