



13 December 2018

cxj/pmt/moveitltr19

Dear Parents

Move It Dance Trip – Friday 8 March 2019

We are pleased to be able to offer our Year 10 & 11 BTEC Dance students a trip to Move It at Excel London on Friday 8 March 2019

Mrs Light, Mrs Whitehouse 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 08:00hrs on Friday 8 March 2019. We will return to St John's at approximately 20.00hrs. Parents will need to make their own travel arrangement for students to and from St John's at these times.

The cost of the trip is £53.00. An initial non-returnable deposit of £20.00 will be required by Wednesday 19 December 2018 at the latest. With a further payment of £33.00 due by Thursday 28 February 2019. Apologies for the very short turnaround time. The school has only been able to reserve ticket for this event for one week. Places are limited and names will be drawn from a hat should the trip be oversubscribed.

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Payments are generally non-returnable unless the trip is cancelled by St John's. Should the student be withdrawn by parental request we will make every effort to fill places from a reserve list, however all costs incurred by St John's due to the cancellation will have to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

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 19 December 2018.**

Yours faithfully

Miss C Johnson
PE Department – Dance



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**'.

Move It - Excel London - Friday 8 March 2019
Organiser – Miss Johnson

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 £53.00 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;

.....
.....

Signed: Date:
(Parent)

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