



27 November 2018

cmd/pmt/liddingtontr19

Dear Parent

## **Yr. 7 & 8 PGL Liddington Football & Netball Tournament – 10 to 12 May 2019**

We are looking at organising a trip to a Football and Netball Tournament taking place at PGL Liddington. The trip is for students in years 7 & 8 with priority being given to those students that have attended either Football or Netball Club on a regular basis this year. A PGL Tournament Weekend is the ideal way to improve the teamwork, fitness and motivation of the team. The weekend comprises of tournaments interspersed with a range of adventure activities. The trip will be physically demanding and is not to be thought of as a holiday. Staff from the PE department will accompany the students.

Travel to Liddington will be by coach. The trip will leave from St John's on Friday 10 May 2019 and return to St John's on Sunday 12 May 2019. Exact timings will be confirmed once details have been finalised.

**In order that the trip may take place, it is necessary to ask for a contribution of £170.00 and this is to be paid by Friday 5 April 2019 with a deposit of £30.00 being required by Monday 10 December 2018 followed by two payments of £70.00 due by Thursday 28 February 2019 and Friday 5 April 2019.** The cost of the trip will include all transport, insurance, accommodation and meals. 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.

**Payments are generally non-returnable unless the trip is cancelled by St John's. Should the student be withdrawn by parental request we will make every effort to fill the place from a reserve list, however costs incurred by the school will have to be covered.** All such withdrawals should be discussed, in the first instance, with Mrs Pauline Marshall-Thomas. Please note there will be a 5% Admin charge made for any parental cancellation, unless the cancellation is due to a substantiated medical reason.

**Places will be allocated by drawing names from a hat should the trip be oversubscribed. However, priority will be given to students that have regularly attended the Football or netball clubs run at St John's this year.**

***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. After the initial deposit, you will be able to pay what you like, when you like to meet the payment deadlines. *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).*

Please be aware that in the case of an insurance claim being necessary, you will be asked to reimburse St John's for any insurance excess paid on your behalf at the time of treatment in resort. Claims for lost/stolen/damaged personal effects will be paid less any relevant excess.



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.**

Deposit payment and permission should be received by Friday 10 December 2018 at the latest.

Yours faithfully

C Dillon  
**Miss C Dillon**  
**Head of PE**



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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 e 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'.

**Yr. 7 & 8 PGL Liddington Netball Tournament – Friday 10 – Sunday 12 May 2019**  
**Trip Organiser – Miss Dillon**

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

1. I give permission for my son/daughter to be included in the above-proposed trip.
2. I enclose a contribution of £30.00 and confirm I will be making the full contribution 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**