



3 May 2019

rgl/pmt/swanage/2019

Dear Parents

## Year 10 Fieldtrip to Swanage – 5, 6 & 7 June 2019

We are organising a fieldtrip to Swanage for Year 10 Geography students and your son/daughter is invited to participate. The GCSE Geography course requires students to carry out two fieldwork investigations to collect primary data. We will be stopping in Salisbury to conduct a “Human” investigation before heading to Swanage to conduct a “Physical” investigation. Staff from the Geography department will be accompanying the students.

Travel to Swanage will be by coach. The trip leaves from St John’s at 08:30hrs on either the 5, 6 or 7 June 2019 and will return to St John’s at approximately 17:30hrs on the same day. Parents should make their own travel arrangements for students to and from St John’s at these times.

Students will need to wear sensible outdoor clothing, trainers, or sturdy footwear and bring a hat, sun cream and/or wet weather gear. Pens, notepaper and a clipboard should also be taken. A small rucksack will be useful for carrying equipment, spare clothing and food. A packed lunch will be required with plenty to drink – no glass bottles please. You may wish to provide your child with ‘pocket money’ for the purchase of ice cream or refreshments.

**In order that the trip may take place, it is necessary to ask for a voluntary contribution of £22.00 and this should be paid by Monday 20 May 2019 at the latest.** There is no obligation to contribute, and no student in the group will be omitted from the trip if their parents do not contribute, permission to attend still needs to be received. It is true, however, that the trip will not take place if sufficient voluntary contributions are not forthcoming, as there is no other source of funding for the trip. In case of financial hardship, support is available from the 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.wilts.sch.uk](mailto:swoodburn@stjohns.wilts.sch.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.



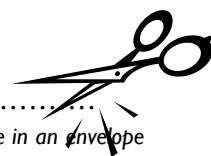
The organisation of all trips includes a comprehensive risk assessment. The Principal and Trip Organiser may choose to exclude from the trip any students whose behaviour or schoolwork is not satisfactory. Any student withdrawn by St John's for these reasons will be at the expense of the parents. It is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

Payment and permission should be received by **Monday 20 May 2019**.

Yours sincerely



**Mr R Lacey**  
**Head of Faculty, Humanities**



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Please return slip and **cheque** payment to the Financial Mailbox in the Atrium by the exit to the Tennis 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 also be detailed on it. Cheques should be made payable to '**St John's Marlborough**'.

**Year 10 Fieldtrip to Swanage – 5, 6 & 7 June 2019**  
**Trip Organiser – Mr Lacey**

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

1. I give permission for my son/daughter to be included in the above-proposed trip.
2. I enclose a voluntary contribution of £22.00
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. My son/daughter is/is not in receipt of free school meals and will/will not require a St John's packed lunch.
6. 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**