



2 May 2019

kld/pmt/Y7rewlongtriltr

Dear Parents

Yr. 7 Reward trip to Longleat - Friday 12 July 2019

We are organising a reward trip to Longleat for our Year 7 students and your son/daughter is invited to participate. Mrs Skiffington, Mrs Keen and Mrs Hawkins and myself will be accompanying the students on this trip.

Travel to Longleat will be by coach. The trip leaves from St John's at 08:45hrs on Friday 12 July 2019 and will return to St John's at approximately 18:00hrs 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 their St John's PE polo shirt with either jeans, trousers or shorts and suitable trainer style footwear. Please ensure that your child is equipped for the weather on the day e.g. either waterproof coat or hat and sun screen. Students will need to bring a packed lunch.** Any student who normally receives free school meals will be supplied with a packed school lunch. You may wish to provide your child with 'pocket money' and up to £15.00 is thought to be sufficient for the trip.

In order that the trip may take place, it is necessary to ask for a voluntary contribution of **£30.00 and this should be paid by Thursday 23 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 (an application for a place still needs to be made). 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 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Payments are generally non-returnable unless the trip is cancelled by St John's. Should the student be withdrawn by parental request we will make every effort to fill places from a reserve list, however all costs incurred by St John's due to the cancellation will have to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

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.

Payment and permission needs to be received by **Thursday 23 May 2019 at the latest.**

Yours faithfully

**Mrs K Derrick
St John's Marlborough**

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*Please return slip and **cheque** payment to the Financial Mailbox. 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'.*

**Yr. 7 Reward trip to Longleat - Friday 12 July 2019
Trip Organiser – Mrs Derrick**

Student: Tutor Group:

1. I give permission for my son/daughter to be included in the above-proposed trip.
2. I enclose payment of £30.00
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 in receipt of free school meals and will 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