




National Teaching School
designated by

National College for
Teaching & Leadership



25 January 2019

mxs/pmt/natarchltr/feb19

Dear Parents

Yr 13 National Archives visit – Monday 11 February 2019

We are organising a trip to the National Archives at Kew for Yr. 13 History students and your son/daughter is invited to participate. This is an enrichment visit for the students covering relevant areas of the AQA A-level specifications. At the National Archives, students investigate original documents that focus on the level of threat posed by rebellions in the Tudor period and debate whether or not the country was in crisis.

Travel to London will be by coach. The trip leaves from St John's at 08:00hrs on Monday 11 February 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 suitable clothing for the day, and bring pens and notepaper with them. A packed lunch will also be required, as other lunch facilities cannot be guaranteed. Spending money is at the discretion of your son/daughter. Places are limited and names will be drawn from a hat should the trip be oversubscribed.

In order that the trip may take place, it is necessary to ask for a contribution of £22.00 and this should be paid by **Monday 4 February 2019 at the latest**. My apologies for the very short notice, we had been waiting for the date to be approved. In case of financial hardship, Bursary Fund grants should be used towards the cost of this trip. In order to qualify for bursary funding attendance needs to be 95% or above and awards are dependent upon household income levels. If your son/daughter has not already applied, an application form can be obtained from Mrs McArdle or Mr England. Proof of household income will need to be supplied to support the application.

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 **Monday 4 February 2019 at the latest.**

Yours faithfully



Mr M Streeton
Lead Practitioner, Humanities

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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 Shirley Woodburn 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'.*

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Trip Organiser – Mr Streeton

Student: Tutor Group:

1. I give permission for my son/daughter to be included in the above-proposed trip.
2. I enclose payment 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. 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