



28 February 2018

Dear Parents/Carers

Politics and Political Philosophy Workshop – Friday 9 March 2018

Your child has been selected to take part in a Politics and Political Philosophy Workshop, being held at Sir William Borlase Grammar School in Marlow, on Friday 9 March 2018.

The workshop is run by GIFT, a provider of internationally-renowned enrichment courses, and will give students the opportunity to enjoy learning about something not on the regular syllabus and in the company of other curious students from different schools.

The cost of this trip is £36 and we ask that payment is made using our on-line payment system, with your existing sQuid account, through the new sQuid portal (<https://portal.squidcard.com/>). You will be able to do this from today (closing date midnight on Tuesday 6 March 2018). Please note that due to the nature of this trip, we are unable to refund the cost, if your child is unable to attend.

Please complete and return the permission slip below to the Finance Office by **Wednesday 7 March 2018**, confirming payment has been made. **Failure to return this permission slip, will result in your child not being able to attend this trip.**

We will travel to Marlow by mini bus, leaving school at **8.15am** and returning back to school for approximately **4pm**. **Please arrange drop off and collection of your child accordingly.** Students attending are to be in full school uniform and bring a suitable packed lunch and drinks to last the day.

We will be using emergency contact details supplied on your child's 2017/18 OA4 Form (Off-Site Activities Form). Please ensure this has been completed and returned to school otherwise your child will not be allowed on this trip.

If in the meantime you have any queries, please do not hesitate to contact me via the main reception or by email to enquiries@coxgreen.com.

Yours sincerely

Ms S Rapsey
Head of Technology

Please note:

- *Places on all trips are subject to the school Behaviour Policy. Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold. In addition, if the school assesses that the attendance on a trip is a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be re-sold.*
- *Should your child be unable to attend a trip due to medical reasons, we will require a Medical Certificate to apply for an insurance claim.*

- *If the trip is cancelled due to uncontrollable circumstances i.e. weather, Foreign/Home Office guidance, the refunding of costs will be subject to insurance cover.*
- *If your child is, or has ever been in receipt of free school meals, then you may be eligible for assistance with the costs of this trip, from the school's Pupil Premium funding. To make a request for assistance please contact the Finance Office via email: finance@coxgreen.com or in writing to the school; including your child's name and form, stating that they are, or have been in receipt of free school meals. The Pupil Premium funding is to be used for educational purposes only.*
- *Please note that Pupil Premium support for this trip is limited to 10% of the total cost of the trip and all requests should be made by 12 noon on Tuesday 6 March 2018.*

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Permission Slip

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Student Name: _____ Registration Group: _____

- I give permission for my child to attend the Politics and Political Philosophy Workshop
- My child's 2017/18 OA4 Form (Off Site Activity form) is complete and returned to school
- I have made £36 payment via my sQuid account

Please return your consent slip to the Finance Office by Wednesday 7 March 2018.

Failure to return this permission slip, will result in your child not being able to attend this trip.

Signed (Parent/Carer): _____

Date: _____

Print Name: _____