



25 January 2018

Dear Parents/Carers

Music Department Trip - Music Tour to Belgium - Tuesday 17 July – Friday 20 July 2018

I am delighted to announce that the Music Department has arranged a 'Music Tour to Belgium', to perform as part of the World War One centenary commemorations. The tour will include two concerts, participation in the Last Post Ceremony at the Menin Gate, and other varied activities.

The trip is open to all students in Years 8 to 13, who are in the Concert Band, Jazz Orchestra and Chamber Choir. Students must be on the school role at the time of the trip.

The total cost of this trip is **£396**, which includes the students' coach transfers, return ferry or Eurostar, accommodation and entries to all sites we will be visiting. Their food will be provided on a full board basis, which includes breakfast, lunch and evening dinner. We will be departing school early on the Tuesday morning and returning mid-afternoon on the Friday.

There are **35 places available** on this trip and they will be allocated on a first come first served basis (**on payment of deposit via sQuid**), with class behaviour taken into consideration. If you would like your child to go on this trip, there is a **non-refundable deposit of £100**, to be paid using our on-line e-payment system, with your existing sQuid account, through the new sQuid portal (<https://portal.squidcard.com/>). You will be able to do this **from 6pm on Sunday 25 February 2018** (closing date is Thursday 1 March 2018). Please return the attached permission slip to the **Finance Office** once payment is made. For your information, the remaining payment dates are listed below. Please note that all payments can be made at any time but each one **must** be paid by the date stated:

Payment Required	To Be Paid By
£100 deposit (non refundable)	25 February 2018
£100	25 March 2018
£100	25 April 2018
£96	25 May 2018

Please note that due to the nature of this trip, we are unable to refund the cost of the trip, if your child is unable to go. Your child must hold a valid passport and EHIC (European Health Insurance Card) to be able to attend this trip.

If you are unable to secure a place for your child and would like to be added to the reserve list, please email enquiries@coxgreen.com, for the attention of the Trip Administrator, requesting this.

If you would like any further information about this particular trip or have any questions, please do not hesitate to contact either myself or Mrs Feetham, Trip Administrator, via the main office on 01628 629415, or by email on enquiries@coxgreen.com.

Yours sincerely

Mr T McDonough
Learning Leader: Music

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 Wednesday 7 February 2018.
- This is an optional trip and is not essential to the curriculum or completion of the syllabus being studied.

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PERMISSION SLIP

Music Department Trip - Music Tour to Belgium - Tuesday 17 July – Friday 20 July 2018

Student: _____ Form: _____

- I would like my child to attend the Music Tour to Belgium on 17 - 20 July 2018
- I have paid £100 deposit (*non-refundable*) via my child's sQuid account
- I note the remaining payment amounts, and dates they are to be paid by
- My child has a valid passport and EHIC to be able to travel on these dates
- My child's 2017/18 Offsite Activity Form (OA4) has been returned to school and is up to date

Signed (Parent/Carer): _____ Date: _____

Print Name: _____

Please return your permission slip to the Finance Office by Thursday 1 March 2018.

Failure to return this permission slip will result in your child not attending this trip.