



7 September 2017

Dear Parent/Carer

### Year 7 Team Building Trip to Longridge – Friday 29 September 2017

As part of the Year 7 induction programme, we would like to invite your child to participate in an activity team building day at Longridge Activity Centre in Marlow on Friday 29 September 2017. Students will take part in various activities such as dragon boating, climbing, giant swing, and team building field games.

The total cost of this trip is £26.00, and we request that you please make payment using our on-line e-payment system, with your child's sQuid account through the sQuid portal (<https://portal.squidcard.com/>), and you will be able to do this from today. Please see 'sQuid Payments' guide sheet attached to this letter, as a reminder. Please return the attached permission slip to the Finance Office by Monday 18 September 2017, once payment has been made. **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.**

We shall travel to Longridge by coach, leaving school at 8:45am and will return to school for 3:15pm. Students are to bring their own packed lunch and refreshments to last the day. In line with school policy, mobile phones are not permitted on any school trips and visits.

We recommended the following clothing for this trip (please ensure all items are labelled):

- Tracksuit/jogging bottoms
- T-shirt
- Towel
- Shorts (if weather warm enough)
- Old trainers (and spare shoes should they get wet)
- Waterproof jacket
- Change of dry clothing

We hope that students will enjoy the day of activities and it proves to be a really successful trip for all those involved. If you have any questions in the meantime, please email Mrs Feetham, Trip Administrator, via [enquiries@coxgreen.com](mailto:enquiries@coxgreen.com).

Yours sincerely

Ms J Allen  
Learning Leader: Geography / Trip Leader

**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 Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold.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a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be re-sold.*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](mailto: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 Friday 15 September 2017.*
- *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**

**Year 7 Team Building Trip to Longridge – Friday 29 September 2017**

Student Name: \_\_\_\_\_  
*(please print)*

Form: \_\_\_\_\_

- I confirm I have paid £26.00 via my child's sQuid account
- My child's 2017/18 OA4 Form (Off Site Activity form) is complete and returned to school
- My child is able to swim 25m unaided

**Please return your permission slip to the Finance Office by Monday 18 September 2017.**

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

Signed (Parent/Carer): \_\_\_\_\_

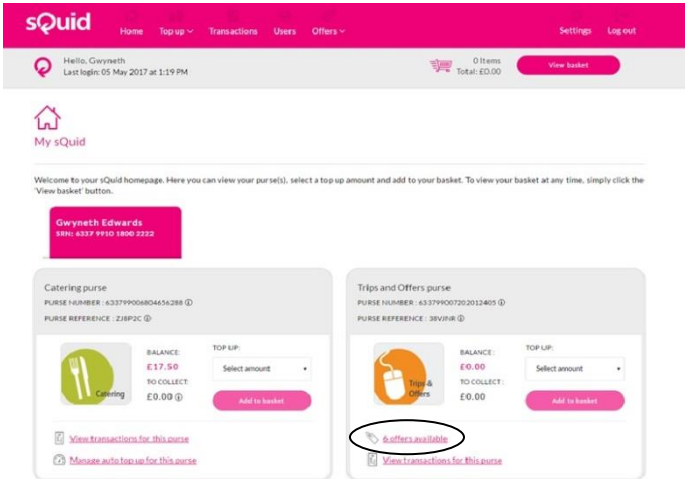
Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# sQuid Payments

Dear Parents - Please could you make sure that you use the correct sQuid website for payments.

<https://portal.squidcard.com/LoginPortal/> - If you use the old login, no offers will be shown.



To top up lunch money please click on 'Select amount' in the catering purse on the left hand side.

To pay for other offers please click on the 'offers available' link within the trip purse on the right hand side.

If you have paid the deposit for a trip and want to find the option for paying by instalments, log on and :-

Select the appropriate child's account;

Select 'Offers' in the top pink bar (it may not show until you have clicked on the 'Trips and Offers' purse – it seems to vary from browser to browser);

Select 'Part Paid offers' and any instalments will show and can be added to the basket and checked out as usual.

