



5 October 2017

Dear Parents/Carers

Year 7 English Department Trip – A Christmas Carol – Monday 18 December 2017

For the first time in Cox Green School history we are able to offer the wonderful opportunity of experiencing a magical Christmas performance in the State Apartments at Windsor Castle.

Students will be transported into the world of Dickens's 'A Christmas Carol' as we accompany Ebenezer Scrooge from the Castle gates to the Waterloo Chamber, where Jacob Marley awaits to conjure his haunting dreams of Christmas Past, Present and Yet to Come. After a seated performance with action taking place all around, students will follow Scrooge into St George's Hall to celebrate his new found festive spirit beneath the breathtaking Christmas tree.

We will travel to Windsor by coach, departing Cox Green School at 5.45pm and returning at approximately 9.20pm. Please arrange collection of your child accordingly. Please ensure your child has had something to eat and drink prior to this trip as there will not be an opportunity to purchase any food or drinks. Mobile phones, food/drink and bags are not permitted on this trip and students and staff will be required to go through the 'airport-style' security measures in place prior to entry to the Castle. Students are to wear full school uniform for this event.

The cost of this trip is £18 per student and there are 50 places available. 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 **6.30pm on Sunday 8 October 2017** (closing date is 10pm on Tuesday 10 October 2017). See 'sQuid Payments' guide sheet attached to this letter, as a reminder. Please return the attached permission slip to the Finance Office, by Wednesday 11 October, 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.

If in the meantime you have any queries, please do not hesitate to contact either myself or Mrs Feetham, Trip Administrator, via email to enquiries@coxgreen.com.

Yours sincerely

Ms G LaRoque
Learning Leader for English and Media

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 Friday 6 October 2017.

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REPLY SLIP

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Student Name: _____ Registration Group: _____

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

Please return your permission slip to the Finance Office by Wednesday 11 October 2017.

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

Signed (Parent/Carer): _____

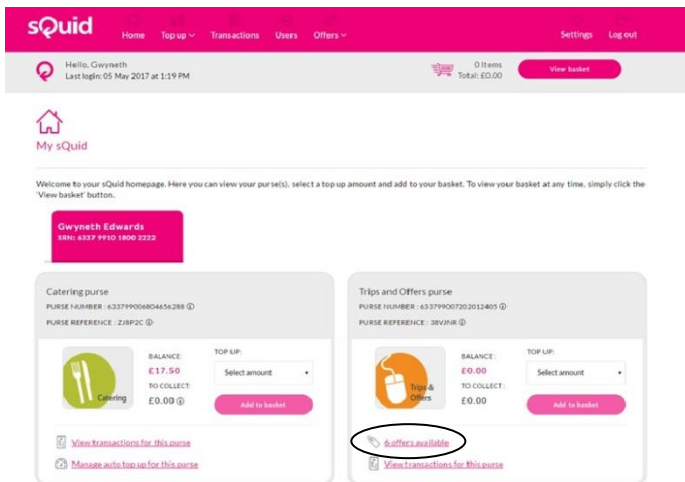
Date: _____

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.

