



10 September 2018

Dear Parents/Carers

Year 12 and 13 A-Level English Trip - "Othello" at Shakespeare's Globe in London - Monday 17 September 2018

I am writing to inform you that we have organised a trip to see an evening performance of 'Othello' as part of your child's English Literature studies A-Level course.

The cost of entry for this trip is £20 and there are 20 places available on a first come, first served basis. To book your child's place we ask that you pay 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 8pm today (closing date: Thursday 13 September 2018 at 10pm). 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 Thursday 13 September 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 be travelling to and from the theatre by coach and in order to ensure the trip is accessible for as many students as possible the English Department will be covering the cost of travel. Students will need to be at school for 17:00 as the coach will be leaving promptly at 17:15. Our expected time for return at school will be approximately 23:30 to 23:45. Please arrange collection of your child accordingly.

Othello is a key text for our study at A Level and this trip presents a wonderful opportunity for your child to witness the tragedy of one of Shakespeare's most controversial characters in a stunning setting. I really hope they are able to join us!

We will be using emergency contact details supplied on your child's 2018/19 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 you would like any further information about this particular trip, please do not hesitate to contact me via the main office on 01628 629415, or by email on enquiries@coxgreen.com.

Yours sincerely

Mrs G LaRocque
Associate Assistant Headteacher

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 Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold.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.*
- *This is an optional trip and is not essential to the curriculum or completion of the syllabus being studied.*

PERMISSION SLIP

**Year 12 and 13 A-Level English Trip
"Othello" at Shakespeare's Globe in London - Monday 17 September 2018**

Student Name: _____ Form: _____

- I give consent for my child to attend the Year 12 and 13 theatre trip to see 'Othello' on Monday 17 September 2018
- I will collect my child from school upon return, at approximately 23:30 to 23:45
- My child's 2018/19 Offsite Activity Form (OA4) has been returned to school and is up to date
- I have paid the £20 via my child's sQuid account

Signed (Parent/Carer): _____ Date: _____

Print Name: _____

Please return your consent slip to the Finance Office by Thursday 13 September 2018.

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