



4 October 2018

Dear Parent/Carer

A-Level Business Trip to the Business Conference Westfield, White City, London – Tuesday 27 November 2018

As part of the A-Level Business Course, we have arranged a trip to the A-Level Business Conference, where examiners will be presenting topics through a workshop format which will support pupils to develop exam technique and broaden understanding of key course content.

In order to achieve the best possible grade, pupils need to display a wide range of research; this conference will provide pupils with a range of exam resources, that can be used in the coursework and as such, it is extremely important for students to attend.

The cost of this trip is £27.35 and we request that you please make payment via 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 today (closing date: Monday 8 October 2018 at 10pm – this deadline will not be extended). Please return the attached permission slip to the **Finance Office**, by Tuesday 9 October 2018, once payment is made. 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.

Students will be required to meet at Maidenhead Railway Station at 8.30am and will return to the same station at approximately 5.00pm. Please arrange collection of your child accordingly. The cost of a train ticket will be approximately £10 depending on group savers tickets, and we ask that students purchase this on the day. We will take the train to Ealing Broadway and a tube to Westfield White City.

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 have any queries, please do not hesitate to contact me via email to enquiries@coxgreen.com.

Yours sincerely

Mr W Burton
Associate Senior Leader – ICT, Business Studies & Computing

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 Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold.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

A-Level Business Trip to the Business Conference Westfield, White City, London

Tuesday 27 November 2018

Student Name: _____
(please print)

Form: _____

- I give permission for my child to attend the above visit to the Business Conference, London
- I have paid £27.35 via my child's sQuid account
- My child's 2018/19 OA4 Form (Off Site Activity form) is complete and returned to school

**Please complete and return this permission slip to the FINANCE OFFICE,
by Tuesday 9 October 2018.**

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

Signed (Parent/Carer): _____

Date: _____

Print Name: _____