



28 September 2018

Dear Parent/Carer

**Media Studies – A-Level Study Days – BFI, Southbank, London**

<b>Wednesday 14 November 2018</b>	<b>- Newspapers: Contexts and Representations</b>
<b>Wednesday 27 February 2019</b>	<b>- Music Video</b>
<b>Thursday 14 March 2019</b>	<b>- Youtubers and Vloggers</b>

As a part of Media Studies, we are planning to attend **A-Level Study Days**, at the BFI in London Southbank. The sessions link directly to the exams that students will be sitting, as theory is a significant feature.

The cost of the entrance fee for **each** trip is **£10.40**, and to book your child's place, we request payment for this to be made via our on-line e-payment system, through the new sQuid portal (<https://portal.squidcard.com/>), which will be available from today (closing date: Wednesday 3 October 2018 at 10pm). Please note that due to the nature of these trips, we are unable to refund the cost if your child is unable to go. **Please complete and return the permission slip below to the Finance Office by Thursday 4 October 2018, confirming payment has been made. Failure to return this permission slip, will result in your child not being able to attend these trips.**

Students are to **meet at the front of Maidenhead train station at 8.45am on the day**, where they can purchase their **Anytime Travel Card with Underground** tickets directly. The cost of this peak travel card is (approx.) **£29.30** and we ask that students pay this directly on the day. We will then travel into London to arrive at the BFI for 10.15am at the latest. The lecture will begin at 10.30am and finish at 3.30pm, where we will then make our way back to Maidenhead train station. Please arrange collection of your child from the station at approximately **5pm**. If you give permission for your child to remain in London after the conference has finished, please indicate on the attached reply slip. Students will then be responsible for finding their own way home from London. If you are happy for your child to depart the train at his/her usual stop, please indicate on the reply slip also. It is recommended that students bring extra funds on the day.

Your child is required to bring a pen and something to record his/her notes in. The dress code for this trip is 'smart casual'. Students are encouraged to bring their own lunch with them, or to bring additional money if they are going to purchase food.

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](mailto:enquiries@coxgreen.com).

Thank you in advance for your support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A Stockwell', written in a cursive style.

Miss Stockwell

Learning Leader: Media Studies

**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**

**Media Studies – A-Level Study Days – BFI, Southbank, London**

Student Name: ..... Form: .....  
(please print)

I would like my child to attend the trips below and confirm payment has been made, as follows:

- Wednesday 14 November 2018 - Newspapers: Contexts and Representations**
- I have paid £10.40 per trip via my child's sQuid account
  
- Wednesday 27 February 2019 - Music Video**
- I have paid £10.40 per trip via my child's sQuid account
  
- Thursday 14 March 2019 - Youtubers and Vloggers**
- I have paid £10.40 per trip via my child's sQuid account
  
- I note my child will need additional funds to purchase a rail ticket on each day
- My child's 2018/19 OA4 Form (Off Site Activity) has been returned to school and is up to date
- I give permission for my child to stay in London after the trip is complete and understand they will make their own way home
- I **DO NOT** give my child permission to stay in London after the trip is complete
- I give permission for my child to leave the train before arrival at Maidenhead at their usual stop

Signed (parent/carer): ..... Date: .....

Print Name: .....

**Please ensure your reply slip is returned to the Finance Office by Thursday 4 October 2018.**

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