



16 November 2018

Dear Parent/Carer

**Year 12 and 13 Art and Photography Trip – Friday 30 November 2018**

We have arranged a gallery visit for our Year 12 and 13 Art and Photography students on Friday 30 November 2018. We will be visiting the Bodyworlds Exhibition at the London Pavilion in the morning, and then going on to the Tate Modern in the afternoon. This trip will offer students the opportunity to research the work of a variety of artists and photographers and experience first-hand the work of many artists at the forefront of the art world.

The cost of entrance fees for this trip is £9.65 and we ask you to please make payment using our online 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. Please complete and return the permission slip below to the **Finance Office**, by **Friday 23 November 2018**, once payment has been made. Failure to return this permission slip, will result in your child not being able to attend this trip.

We will travel to London by train from Maidenhead Railway Station and students are to meet at the front of Maidenhead Railway Station at 8.30am where a member of staff will meet them. We request that students purchase their rail card directly on the day and the cost of this is £17.50. We will return to Maidenhead station at approximately 5.45pm and ask that you please arrange collection of your child accordingly. If your child wishes to remain in London and then make their own way home, please confirm your permission for this on the attached reply slip. We will also choose somewhere for a hot lunch so students bring additional funds with them on the day to purchase their lunch.

The dress code for this trip is 'smart casual'. Students should bring their own lunch with them. 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).

Yours sincerely

Mrs S Harris  
Head of Art and Photography

**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 Art and Photography Trip – Friday 30 November 2018**

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

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

- I would like my child to attend the Year 12 and Year 13 Art and Photography trip to London on Friday 30 November 2018
- I have paid £9.65 via my child's sQuid account
- I note my child will need to purchase the rail ticket on the day
- My child's 2018/19 Offsite Activity Form (OA4) has been returned to school and is up to date
- I GIVE permission for my child to remain in London and make their own way home
- I DO NOT give permission for my child to remain in London
- I give permission for my child to leave the train before arrival at Maidenhead at their usual stop

**Please return your consent slip to the Finance Office by Thursday 22 November 2018.**

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

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

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