



12 September 2018

Dear Parents/Carers

**Year 11 English Trip – Dr Jekyll and Mr Hyde – Thursday 27 September 2018**

We are delighted to offer our Year 11 students the opportunity to enjoy a production of Dr Jekyll and Mr Hyde at Norden Farm, Altwood Road, Maidenhead SL6 4PF. Robert Louis Stevenson's classic story has enthralled and fascinated the world for more than a hundred years and is a core text for GCSE English Literature. During an experiment, the respectable Dr Jekyll inadvertently releases the demon within him – a malevolent force which will eventually possess his body and soul.

Students are to make their own travel arrangements to and from Norden Farm. Please arrive at 7pm where a register will be taken. Please arrange collection of your child from Norden Farm at 8.45pm. Students do not need to wear school uniform to attend this production.

There are no costs associated for this event as we have secured funding. However, places are limited to 90 and we request that you please book your child's place by 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 **7pm on Sunday 16 September 2018** (closing date: Wednesday 19 September 2018 at 10pm). Please return the attached permission slip to the **Finance Office**, once your place has been booked.

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 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](mailto:enquiries@coxgreen.com).

Yours sincerely

Ms 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 Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold.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a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be re-sold.*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.*

**REPLY SLIP**

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Student Name: \_\_\_\_\_ Registration Group: \_\_\_\_\_

- I confirm I have booked my child's place via my sQuid account
- My child's 2018/19 OA4 Form (Off Site Activity form) is complete and returned to school

**Please return your permission slip to the Finance Office by Thursday 20 September 2018.**

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

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

Print Name: \_\_\_\_\_