



30 April 2019

Dear Parents/Carers

**Year 12 and 13 - Compulsory A-Level Theatre Studies Trip  
'Top Girls', National Theatre, London - Tuesday 7 May 2019**

I am writing to inform you that we have organised a trip to see an evening performance of 'Top Girls' as part of your child's A-Level Theatre Studies course. **This is a compulsory trip and is essential to the curriculum and completion of the syllabus being studied.** All A-Level students must attend due to the nature of the course, as they will be answering questions about the live performance in exam conditions.

The Drama Department is subsidising the ticket cost for this trip. Therefore, the cost of the tickets for this trip is £25.00 and we ask you to please make your payment using our on-line payment system, with your existing sQuid account, through the sQuid portal <https://portal.squidcard.com/>. You will be able to make this payment from today (closing at 10pm on Sunday 5 May 2019). Please note that due to the nature of this trip, we are unable to refund the cost, if your child is unable to attend.

**Permission slips must be completed and returned to the Finance Office by Monday 6 May 2019, confirming payment has been made.**

Students are to meet at Maidenhead Train Station at 16:50, where we ask them to purchase their own rail card (this is approximately £12). We will then travel to London by train/tube in time for the performance which commences at 19.30pm. We will return to Maidenhead train station at approximately 23:30 and we ask you to please arrange collection of your child accordingly. We advise that students have dinner beforehand as there will not be an opportunity for them to eat at the theatre. As a reminder, and in line with school policy, mobile phones are not permitted on any school trips. Students are not required to wear school uniform 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 A Lane  
Learning Leader: Drama

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 Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold.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

✂ .....

**PERMISSION SLIP**

**Year 12 and 13 - Compulsory A-Level Theatre Studies Trip**

**'Top Girls', National Theatre, London - Tuesday 7 May 2019**

Student Name: \_\_\_\_\_ Form: \_\_\_\_\_

- I give consent for my child to attend the theatre trip to see Top Girls on Tuesday 7 May 2019
- I will arrange drop-off and collection of my child from Maidenhead train station accordingly
- My child's 2018/19 Offsite Activity Form (OA4) has been returned to school and is up to date
- I have paid £25.00 via my child's sQuid account

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

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

**Please return your consent slip to the Finance Office by Monday 6 May 2019.**  
**(Post Box on wall outside of the Finance Office)**

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