



30 April 2019

Dear Parents/Carers

Water Sports Activity Week, Isle of Wight - Monday 24 to Friday 28 June 2019

I write to invite you to a pre-trip information meeting being held on **Wednesday 22 May 2019 at 5.30pm**. The meeting will take place in the school theatre and should last no more than 30-40 minutes. Students who are going on this trip should also attend.

During this meeting, we will provide you with some key information about staffing, where we will be staying, and what we will be doing, along with what your child will need to bring. You will also be given the opportunity to ask questions about this trip and complete some necessary paperwork (you may like to have a pen to hand).

We look forward to welcoming you on the 22 May, and should you require any further information about this trip in the meantime, please do not hesitate to contact either myself or Mrs Feetham, Trip Administrator, via the main office or by email to enquiries@coxgreen.com.

Yours sincerely

Mr Crowther
Second in Science / Trip Leader

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 Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold.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a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be re-sold.*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