



1 October 2018

Dear Parent/Carers

Year 7 Crashes Cox Green – Friday 19 October 2018

We have some exciting news - the Sixth Formers have organised a Halloween Sleepover for 60 of our Year 7 students to 'Crash Cox Green School'. The sleepover will take place on Friday 19 October 2018 at 7pm. This will give students time to go home, get changed, have a light snack and pack before heading back to school. Students will need to bring a sleeping bag and pillow, roll mat, nightwear, toiletries, and a change of clothes for the following morning.

During this exciting evening, students will take part in activities ranging from karaoke, face painting, table tennis, creative craft activities, video games, and a midnight movie marathon; whilst eating lots of snacks! We have lots of planned activities so there is something for everyone.

You will need to collect your child on the morning of Saturday 20 October, at 9.00am, after the students have had breakfast.

The cost of this event is £10 per student, and which will cover the cost of the evening meal, breakfast, and snacks. Some of the money will also be used to support future student events and prizes.

There are 60 places available at this event and they will be allocated on a first come first served basis (with class behaviour taken into consideration) via payment using our on-line 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 8pm on Sunday 7 October 2018 (closing date: Wednesday 10 October 2018 at 10pm – this deadline will not be extended). Please return the attached permission slip to the **Finance Office** once payment is made. Please note that due to the nature of this trip, we are unable to refund the cost of the trip, if your child is unable to go.

If you are unsuccessful in obtaining a place for your child, and would like to be added to the reserve list, please email to enquiries@coxgreen.com, for the attention of the Trip Administrator, requesting this. As a reminder, and in line with school policy, mobile phones are not permitted on any trips and visits.

We are really looking forward to this event and hope to have a fantastic and fun evening. The Year 7 students thoroughly enjoyed themselves last year, so let's make this year even better. If you have any questions or queries about this event please contact us via the main office or by email to enquires@coxgreen.com.

Yours sincerely

Mr J Crowther
Deputy Learning Leader – Science / Trip Leader



Sixth Form
Leadership Team

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.
- If your child is, or has ever been in receipt of free school meals, then you may be eligible for assistance with the costs of this trip, from the school's Pupil Premium funding. To make a request for assistance please contact the Finance Office via email: finance@coxgreen.com or in writing to the school; including your child's name and form, stating that they are, or have been in receipt of free school meals. The Pupil Premium funding is to be used for educational purposes only.
- Please note that Pupil Premium support for this trip is limited to 10% of the total cost of the trip and all requests should be made by 12 noon on Wednesday 3 October 2018.
- This trip is run via travel company: N/A
To enable your child to attend the trip, we will be sharing your child's personal data with the travel company and any partners of the travel company that are required for the running of the contract (e.g. airlines, hotels, etc.).
- Payments are to be made by the dates specified. Late or non-payment may result in your child's place being withdrawn from the trip. If you choose to withdraw your child for reasons not stated above, any costs attributed to date, must still be made.
- This is an optional trip and is not essential to the curriculum or completion of the syllabus being studied.

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Permission Slip

Year 7 Crashes Cox Green – Friday 19 October 2018

Student Name: _____ Registration Group: _____

- I give permission for my child to attend the Year 7 Crashes Cox Green sleepover on Friday 19 October
- My child's 2018/19 OA4 Form (Off Site Activity form) is complete and returned to school
- I have made £10 payment via my sQuid account
- I note arrangements are to be made to collect my child on Saturday 20 October at 9.00am

**Please return your consent slip to the FINANCE OFFICE (CO9)
by Thursday 11 October 2018.**

(Do not give this permission slip to your Form Tutor)

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