



17 October 2019

Dear Parent/Carer

Media Studies – A-Level Study Days – BFI, Southbank, London

Wednesday 6 November 2019	- Introduction to Film Industry
Wednesday 20 November 2019	- Representation- Critical techniques
Thursday 9 January 2020	- Video games

As a part of Media Studies, we are planning to attend **A-Level Study Days**, at the BFI in London Southbank. The sessions link directly to the exams that students will be sitting, as theory is a significant feature.

The cost of the entrance fee for **each** trip is **£10.30**, and to book your child's place, we request payment for this to be made via our on-line e-payment system, through your sQuid account. You will be able to make payment from today (closing date: Monday 4 November 2019 at 10pm). Please note that due to the nature of these trips, we are unable to refund the cost, if your child is unable to go. **Please complete and return the permission slip below to the Finance Office by Tuesday 5 November 2019, confirming payment has been made. Failure to return this permission slip, will result in your child not being able to attend these trips.**

Students are to **meet at the front of Maidenhead train station at 8.45am on the day of each visit**, where they can purchase their **Anytime Travel Card with Underground** tickets directly. The cost of this peak travel card is (approx.) **£30** and we ask that students pay this directly on the day. We will then travel into London to arrive at the BFI for 10.15am at the latest. The lecture will begin at 10.30am and finish at 3.30pm, where we will then make our way back to Maidenhead train station. Please arrange collection of your child from the station at approximately **5pm**. If you give permission for your child to remain in London after the conference has finished, please indicate this on the attached reply slip. Students will then be responsible for finding their own way home from London. If you are happy for your child to depart the train at their usual stop, please indicate on the reply slip also. It is recommended that students bring extra funds on the day.

Your child is required to bring a pen and something to record their notes. The dress code for this trip is 'smart casual'. Students are encouraged to bring their own lunch with them, and to bring additional money if they are going to purchase food.

Should the school need to contact you in an emergency, we will use contact details supplied on your most recent OA4 Form (off-site activity form). If there are any changes to the details on this form, including any medical or dietary requirements, it is the parent/carers responsibility to inform the school.

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.

Thank you in advance for your support.

Yours sincerely



Miss Stockwell

Learning Leader: Media Studies

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

Media Studies – A-Level Study Days – BFI, Southbank, London

Student Name: Form:
(please print)

I would like my child to attend the trips below and confirm payment has been made, as follows:

- Wednesday 6 November 2019 – Introduction to Film Industry**
- I have paid £10.30 per trip via my child’s sQuid account

- Wednesday 20 November 2019 – Representation – Critical techniques**
- I have paid £10.30 per trip via my child’s sQuid account

- Thursday 9 January 2020 – Video Games**
- I have paid £10.30 per trip via my child’s sQuid account

- I note my child will need additional funds to purchase a rail ticket on **each day**
- I give permission for my child to stay in London after the trip is complete and understand they will make their own way home
- I **DO NOT** give my child permission to stay in London after the trip is complete
- I give permission for my child to leave the train before arrival at Maidenhead at their usual stop

Signed (parent/carer): Date:

Print Name:

Please ensure your reply slip is returned to the Finance Office by Tuesday 5 November 2019.

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