



10 September 2019

Dear Parents/Carers

Sixth Form Drama and Theatre Studies Trip – Macbeth - Thursday 17 October 2019
Norden Farm Centre for the Arts, Altwood Road, Maidenhead, SL6 4PF

I am writing to inform you that we have organised a trip to see an evening performance of 'Macbeth' as part of your child's A-Level Drama and 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.

Students are to make their own travel arrangements to and from Norden Farm, arriving for 7.30 – 7.45pm, where a register will be taken. The play will commence at 8pm and has a run time of 2 hours 10 minutes, with a 20 minute interval. Therefore, please arrange collection of your child at 10.30pm (approx.). Please ensure your child has had dinner as there will not be an opportunity to purchase food at the venue, and food is not permitted in the theatre. However, students may wish to bring some money to purchase a drink during the interval. As a reminder and in line with school policy, mobile phones are not allowed on any school trips. Students are not required to wear business dress on this trip.

We are able to offer this trip at a subsidised cost of **£7.65** per student. Please book your child's place via your sQuid account which will be open for bookings from **6pm on Sunday 15 September 2019** (closing date: Tuesday 17 September 2019 at 10pm). **Please ensure you select the trip 'SIXTH FORM DRAMA – Macbeth' to book your place.**

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/carer responsibility to inform the school.

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.

Yours sincerely

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 Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold.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

- *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 11 September 2019.*
- *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/carer responsibility to inform the school.*
- *This is an optional trip and is not essential to the curriculum or completion of the syllabus being studied.*