



7 October 2019

Dear Parents/Carers

Year 11, 12 and 13 Computer Science Workshop – Tuesday 19 November 2019

We are excited to offer a visit to Microsoft in Regent Street, London for our Computer Science students on Tuesday 19 November 2019. This workshop will support our curriculum and enhance learning experiences within the school.

The cost of this trip is **£56**. There are **30** places available, and will be offered on a first come, first served basis, and we request payment for this is to be made via our on-line e-payment system, through your child's existing sQuid account, and this will be available from **7pm on Friday 11 October 2019** (closing 10pm on Sunday 13 October 2019). Please note that due to the nature of this trip, we are unable to refund the cost, if your child is unable to go.

The workshop will give students basic skills in robotics and coding using the Ohbot robot. Students will use the Ohbot app for Windows 10 as a group, in pairs, and individually, and will create code that makes the robot move and speak. By the end of the camp series, students will:

- understand how coding and robotics work in everyday life
- learn fundamental coding concepts in line with computer science common core standards
- code the Ohbot robot to tell a story, sing a song, or make a joke.

We will travel to London by coach, departing school at 9am (TBC) after morning registration. We shall return to school at 5pm (approx.) and request that you please arrange collection of your child accordingly. Please note that no chewing gum, chocolate, or nuts are allowed on the coach.

Students are to wear 'smart casual' clothing for this trip. Please provide a packed lunch and drinks for your child or alternatively, students may wish to bring money to purchase lunch at the venue. As a reminder and in line with school policy, mobile phones are not permitted on this or any other school trip.

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.

Should you be unsuccessful in securing a place for your child and would like to be added to the reserve list, please email enquiries@coxgreen.com, for the attention of the Trip Administrator, requesting this.

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 to enquiries@coxgreen.com

Yours sincerely

Ms R Chaudhry
Learning Leader: Computer Science

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 9 October 2019.*
- *This trip is run via travel company: Not applicable.
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.*