



6 November 2019

Dear Parent/Carer

Year 10 - Science in Action Trip – Friday 15 November 2019

We have arranged to take our Year 10 Science students to the Science in Action Lectures, at the Emmanuel Centre in London, on Friday 15 November 2019. This trip will engage students within Science and show them the wider applications of the subject and we strongly recommend attendance for those considering a future career in science.

The cost of entrance for this trip is £19.00. There are 15 places available and will be allocated on a first come, first served basis, via your child's sQuid account. Please make payment via your sQuid account and you will be able to do this from 6pm on Sunday 10 November 2019 (closing at 12noon on Monday 11 November 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.

Students are to **meet at the front of Maidenhead train station at 8.30am on the day**, where they can purchase their **Travel Card** ticket directly. The cost of this travel card is (approx.) **£20** and we ask that students pay this directly on the day. We expect to return to Maidenhead train station at 5.30pm. Please arrange collection of your child accordingly. Students are to wear full Cox Green School uniform on this trip and we ask that they bring a packed lunch, snacks and drinks to last the day. Please note that in line with school policy, mobile phones are not allowed on any school trips.

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 on enquiries@coxgreen.com.

Yours sincerely

L. S. Winchcombe

Ms L Winchcombe
Associate Senior Leader: 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 Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold.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 as soon as possible.*

- *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.*
- *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.*