



7 November 2018

Dear Parent/Carer

Year 12 and 13 - Biology in Action Lectures – Friday 16 November 2018

We have arranged to take our Year 12 and Year 13 Biology students to the Biology in Action Lectures, at the Emmanuel Centre, London, on Friday 16 November 2018. This trip will engage students within Biology and show them the wider applications of the subject. This is an optional trip and is not essential to the curriculum nor for completion of the syllabus being studied. However, we strongly recommend attendance to this event for students' future University applications.

The cost of the entrance fee for this trip is £22.50. There are 22 places available of this trip, and we ask you to please make payment using our online 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 today. Please complete and return the permission slip below to the **Finance Office**, by **Monday 12 November 2018**, once payment has been made. Failure to return this permission slip, will result in your child not being able to attend this trip.

We will travel to London by train from Maidenhead Railway Station, and then by tube from Paddington to St James Park. Students are to meet at Maidenhead Railway Station at 8.00am, where they can purchase their train and tube tickets directly. The cost of a return ticket to St. James Park is £28.60, with options for group and railcard discount, and we ask that students pay this directly on the day. We shall be catching the 8.32am train to London Paddington and shall aim to leave London Paddington at 5.00pm. Please arrange collection of your child accordingly.

The dress code for this trip is 'smart casual'. Students should bring their own lunch with them. We will be using emergency contact details supplied on your child's 2018/19 OA4 Form (Off-Site Activities Form). Please ensure this has been completed and returned to school otherwise your child will not be allowed on this trip.

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

Ms H Venning
Teacher of 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 Any student who receives an internal or fixed term external exclusion will have their place withdrawn from the trip and no refund will be made unless the place can be re-sold.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.*
- *This is an optional trip and is not essential to the curriculum or completion of the syllabus being studied.*

PERMISSION SLIP

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Student Name: _____
(please print)

Form: _____

- I would like my child to attend the Year 12 and Year 13 Biology in Action Lectures trip to London on Friday 16 November 2018
- I have paid £22.50 via my child's sQuid account
- I note my child will need to purchase the rail ticket on the day
- My child's 2018/19 Offsite Activity Form (OA4) has been returned to school and is up to date
- I give permission for my child to leave the train before arrival at Maidenhead at their usual stop

Please return your consent slip to the Finance Office by Monday 12 November 2018.

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

Signed (Parent/Carer): _____

Date: _____