



17 January 2020

Dear Parent/Carer

**Year 12 - Biology in Action Lectures – Wednesday 4 March 2020**

We have arranged to take our Year 12 Biology students to the Biology in Action Lectures, at the Emmanuel Centre, London, on Wednesday 4 March 2020. This trip will engage students with 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 and understanding the context of the A level course. There is a talk from the chief examiner on the day which always helps students to understand key misconceptions and where they can increase marks in their exams.

The cost of the entrance fee for this trip is £26. There are 9 places available on this trip, and we ask you to please make payment using our online e-payment system, with your existing sQuid account. You will be able to do this from today (closing at 10pm on Thursday 6 February).

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 8.40am, where they can purchase their train and tube tickets directly. The cost of a return ticket to St. James Park is £15.70, but there are options for group and railcard discount, and we ask that students pay this directly on the day. We shall be catching the 9.05am train to London Paddington and shall aim to leave London Paddington 16.30pm. These timings are subject to change if the train timetable gets updated before the departure, but this will be communicated with parents and students. Please arrange collection of your child accordingly. However, if you are happy to allow your child to stay in London or get off of the train before Maidenhead, please indicate this as per the questions on sQuid when checking out.

The dress code for this trip is 'smart casual'. Students should bring their own lunch with them and will not be allowed to leave the centre to buy lunch. As a reminder and in line with school policy, mobile phones are not permitted on any trips or visits.

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](mailto: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.*
- *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.*