



3 January 2024

Dear Parents/Carers

**Year 11 Taster Day – Reading College and BCA Tour – Thursday 18 January 2024**

We have arranged a fantastic opportunity for your child to attend visits to Reading College and BCA on Thursday 18 January 2024. Students will have a tour of each college to find out more about the courses, facilities they offer and the different environment each organisation would provide for our students. It is also an opportunity to ask questions directly to a member of staff from the colleges.

We will travel to the colleges by school minibus, departing at 9.00am and returning to school for approximately 3.00pm, in time for those students who normally get the Apple bus home to still do so. There are no costs associated with this trip.

Students are to wear full Cox Green School uniform on this trip and are to bring a packed lunch, drinks and snacks to last the day, and we will be having lunch at Reading College in the canteen. If your child receives free school meals, arrangements will be made for these to be provided.

To allow your child to attend, please complete the permission form by 10pm on Monday 8 January 2024, by following this link: <https://forms.office.com/e/SiXTuat5wZ> . If you do not complete the permission form by this date, we will assume your child does not want to attend and will offer the place to another student.

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 you have any questions or queries regarding this trip, please do not hesitate to contact me.

Yours sincerely

Mrs H Thompson  
IAG Officer

**Please note:**

- *Places on all trips are subject to the school expectations for the Behaviour Policy being met. Any student who receives a suspension may have their place withdrawn from the trip and no refund will be made unless the place can be resold. 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a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be resold.*