



15 November 2022

Dear Parents/Carers

**Sixth Form Visit to Royal Holloway, University of London, Egham  
Wednesday 7 December 2022 (by invitation)**

As you will be aware, your son/daughter is currently studying for the EPQ (Extended Project Qualification) Award. The purpose of this award is to equip students with the study skills they need to succeed at university. This includes using academic sources selectively and critically, referencing material appropriately and writing an academic report.

We have been extremely fortunate to secure a visit to Royal Holloway, University of London's library. This trip will provide your son/daughter with not only some valuable research material that could enhance their project, but will help to understand how to search and get the best out of an academic library and database, placing them at an advantage should they then decide to progress to university.

We will travel to Royal Holloway by school mini bus, departing school at 11.00am and returning by 3.00pm. There are no costs associated with this trip. Students will need to bring a note pad and pen and a packed lunch, drinks and snacks to last the duration of the day.

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.

Please complete and return the attached permission slip directly to the Sixth Form office by Monday 21 November.

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).

Thank you in advance for your support.

Yours sincerely

Mrs K Thompson  
Deputy KS5 Leader / Enrichment and EPQ Co-ordinator

**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 Any student who receives a suspension may have their place withdrawn from the trip and no refund will be made unless the place can be resold.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a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be resold.*

**PERMISSION SLIP**

**Sixth Form Visit to Royal Holloway, University of London, Egham**

**Wednesday 7 December 2022**

Student Name *(please print)*: \_\_\_\_\_

Form: \_\_\_\_\_

- I give permission for my child to attend the visit to Royal Holloway, University of London, on Wednesday 7 December 2022

Signed *(Parent/Carer)* : \_\_\_\_\_

Date: \_\_\_\_\_

Name *(please print)*: \_\_\_\_\_

**Please return your permission slip directly to Miss Langford-Thomas in the Sixth Form Office by morning registration on Monday 21 November 2022.**

**Failure to return this permission slip, will result in your child not being able to attend this activity.**