



15 September 2025

Dear Parent/Carer

A-Level History and Geography Trip to the University of Southampton – Tuesday 7 October 2025

As part of the A-Level courses, students are required to complete their own research and produce a 4,000-word essay, and our students are currently researching topics with a view to completing the coursework by January 2026.

In order to achieve the best possible grade, pupils need to display a wide range of research. The History and Geography Departments have organised an exciting opportunity for our students to visit the University of Southampton, where they will have full access to all of University's library resources. This gives the students a chance to access an extremely wide range of resources that can be used in the coursework and as such, it is extremely important for students to attend.

There are no costs associated with this trip, however, to allow your child to attend, please complete the permission form by 10pm on Thursday 25 September, by following this link: <https://forms.office.com/e/pk2S2d5MTT>.

Students will be required to meet at Cox Green School at 8.00am where we will then travel to Southampton by school minibus, returning to school at approximately 5.00pm. We ask you to please make collection arrangements for your child at this time. Students can wear their own appropriate clothing for this trip, and are to bring a packed lunch, snacks and drinks to last 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.

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

Yours sincerely

Mr Burrows - Head of Sixth Form/Teacher of History
Miss Richardson – Teacher of Geography

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 Any student who receives a suspension may have their place withdrawn from the trip and no refund will be made unless the place can be resold.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a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be resold.*
- *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 your child is, or has ever been, in receipt of free school meals, then you may be eligible for assistance with the cost of this trip: Years 7-11: Pupil Premium funding for trips is to be used for educational purposes only. Support for non-compulsory curriculum trips is limited to 25% of the total cost of the trip. Sixth Form: You may be eligible for assistance with the cost of this trip with a 16-19 Bursary.*
All requests for assistance should be made to the Finance Office (finance@coxgreen.com) at least 5 school days before the trip opens on iPay.

- *If your child receives free school meals and you would like a packed lunch provided for your child for this trip, please email enquiries@coxgreen.com, for the attention of the Trip Administrator, at least 5 schools days before the date of the trip to request this (please detail any dietary requirements).*
- *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.*
- *There will be no insurance cover due to disinclination to travel.*