



21 September 2021  
hlc/pmt/choirtourltr04/22

Dear Parents

### **St John's Choir Tour to Edinburgh – Saturday 9 to Tuesday 12 April 2022**

We are excited to be proposing a St John's Choir Tour to Edinburgh in April 2022. Whilst in Edinburgh we will be performing at two locations which will be confirmed closer to the time. It is therefore important that only students that are willing to sing in public and can attend the practice sessions on Fridays after school, between 1500 – 1600hrs apply for this trip. At this stage it is expected that Myself, Miss Staten, and Mr Field will be accompanying the students.

Travel to Edinburgh will be by coach. The trip will depart on Saturday 9 April 2022 and will return on Tuesday 12 April 2022. Exact timings will be confirmed nearer the time.

For the trip to be feasible the group size will need to be between 20-40 students.

The provisional cost of the trip is £630.00, and this includes insurance (please see further details below), all travel, accommodation on a full board basis at the Edinburgh SYHA Central Hostel. Tickets to Edinburgh Castle and a ghost/history themed Mercat Walking tour. This price is based on 20 students attending and is therefore likely to reduce if a higher number of students attend the trip.

**To confirm your son's/daughter's interest in the trip, please make a deposit payment of £50.00 by Friday 8 October 2021. This deposit will be returned to you should there be insufficient interest in the trip, otherwise details about payment of the remaining balance will be issued as part of the place confirmation process.** *In case of financial hardship, support is available from the St John's Opportunity Fund for Yr. 7 – 11 students and a letter to the Principal will be dealt with confidentially and sympathetically. OR for Yr. 12 & 13 students, Bursary Fund grants should be used towards the cost of this trip. To qualify for Bursary funding, attendance needs to be 95% or above and awards are dependent upon household income levels. If your son/daughter has not already applied, an application form can be obtained from the school. Proof of household income will need to be supplied to support the application.*

Please note that once places have been confirmed, further payments will be non-returnable unless the trip is cancelled by the school. Should the student be withdrawn by parental request unless for a substantiated medical reason, this will be taken as disinclination to travel and therefore parents will be liable for all costs incurred. All such withdrawals should be discussed, in the first instance, with Mrs Pauline Marshall-Thomas via [trips@stjohns.excalibur.org.uk](mailto:trips@stjohns.excalibur.org.uk) or DD 01672 518896.



I can confirm that students that are required to withdraw from trips due to Covid-19 self-isolation will be covered by the school's insurance and therefore receive a full refund for all monies paid. (*proof of the need to self-isolate maybe requested as part of the insurance process*)

**Payment should be made online through ParentPay; you will not need to return the paper permission slip if you pay online.** Payment can still be made by cheque with the completed permission slip at the end of this letter. For security purposes we request that you do not make payments in cash, the Academy cannot be held responsible for the non-receipt of cash payments from students. After the initial deposit, you will be able to pay what you like, when you like to meet the payment deadlines. If you have mislaid your log in details, please contact Mrs Shirley Woodburn on 01672 519567 or by emailing [swoodburn@stjohns.excalibur.org.uk](mailto:swoodburn@stjohns.excalibur.org.uk)

Please be aware that the medical information and contact details for your son/daughter that you have supplied for St John's records are printed and taken on the trip by the trip leader and their deputy in case an emergency arises. They are also supplied to the member of the Senior Leadership Team that is point of contact for the trip. The printouts are destroyed once the trip is over. By applying for a place on the trip, you are giving your consent for this information to be used for this purpose.

Please note that in the case of an insurance claim being necessary, you will be asked to reimburse St John's for any insurance excess paid on your behalf at the time of treatment in resort. Claims for lost/stolen/damaged personal effects will be paid less any relevant excess.

The organisation of all trips includes a comprehensive risk assessment. The Principal and Trip Organiser may choose to exclude from the trip any students whose behaviour or schoolwork is not satisfactory. *Any student withdrawn by St John's for these reasons will be at the expense of the parents. It is not possible to guarantee any refund of monies already committed by St John's and indeed expenses not already covered may be claimed from you.*

Payment and permission need to be received by **Friday 8 October 2021**.

Should you have any queries please do not hesitate to contact me.

Yours faithfully



**Mrs Crang**  
**Head of Department, Music**

Please return slip and **cheque** payment to the Financial Mailbox located in the Atrium, opposite Student Services. These should be in an envelope marked for the attention of Mrs Pauline Marshall-Thomas and the student's name, tutor group, trip/event name, trip date and trip organiser must also be detailed on it. Cheques should be made payable to **'St John's Marlborough'**.

**St John's Choir Tour to Edinburgh  
Saturday 9 to Tuesday 12 April 2022  
Trip Organiser – Mrs Crang**

Student: ..... Tutor Group: .....

1. I give permission for my son/daughter to be included in the above-proposed trip.
2. I enclose payment of £50.00 and confirm that I will make regular payment instalments as suggested
3. I understand that there may be no refund due, should my child be withdrawn from the trip by St John's.
4. I accept that I will be liable for all costs incurred by St John's should I withdraw my child from the trip, should it not be possible to replace them with another student. I will also be responsible for any costs incurred in the transfer of places to a replacement should this occur.
5. Please detail any recent medical information that the school may not be aware of.

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Signed: ..... Date: .....  
(Parent)

**IT WILL NOT BE NECESSARY TO RETURN THE PERMISSION SLIP IF PAYING ONLINE**