



Thursday 30 September 2021

jtt/pmt/mancitymatdayltr2021

Dear Parent

### Yr. 7 to 13 Manchester City Match Day Experience – Saturday 30 October 2021

We are organising a trip to Etihad Stadium for a Manchester City match day experience on Saturday 30 October 2021. The trip is open to year 7 to 13 students and will include a match ticket to see Manchester City v Crystal Palace and pre-match footballing activities at the City Football Academy.

Travel to Manchester will be by coach. The trip leaves from St John's at 07:15hrs on Saturday 30 October 2021 and should return to St John's at approximately 22:15hrs. Students should wear clothing suited to the weather conditions on the day and bring a coat. You will need to provide your son/daughter with a packed lunch/dinner or money to purchase food. You may wish to provide your child with 'pocket money' and up to £20.00 is thought to be sufficient for the trip. Places are limited to 46 and priority will be given to students that attend sports clubs and regularly represent the school at sporting events. As well as behaviour and achievement in school.

**The cost of the trip is £89.00. To book your son's/daughter's place on the trip, please make a payment of £89.00 by Monday 18 October 2021. Trip payments will be returned to you should there be insufficient interest in the trip.** *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.*

**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. 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 note that once places have been confirmed, 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 may be requested as part of the insurance process)

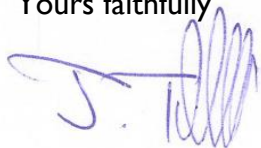
Please be aware that in the case of an insurance claim being necessary, you will be asked to reimburse St John's for any insurance excess paid on your behalf at the time of treatment in resort. Claims for lost/stolen/damaged personal effects will be paid less any relevant excess.

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.

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

**Payment and permission need to be received by Monday 18 October 2021**

Yours faithfully



**Mr J Turnbull**  
**PE Department**



Please return slip and **cheque** payment to the Financial Mailbox in the Atrium by the exit to the Tennis courts. 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'**.

**Yr. 7 to 13 Manchester City Match Day Experience – Saturday 30 October 2021**  
**Trip Organiser – Mr J Turnbull**

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

1. I give permission for my son/daughter to be included in the above-proposed trip.
2. I enclose payment of £89.00.
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**