



Monday 6 December 2021

klm/pmt/addamsfamtrip2022

Dear Parents

### **The Addams Family Theatre Trip – Friday 18 February 2022**

We are pleased to be able to offer students that have expressed an interest in being part of our school production later in the year, a trip to see 'The Addams Family Musical Comedy at the New Wimbledon Theatre London on Friday 18 February 2022. *(Please note that your son/daughter being invited to attend this trip does not guarantee them a place in the school production.)*

Miss Pidgeon, myself and two other staff members will be accompanying the students on this trip. Travel to London will be by coach. The trip leaves from St John's at 16:00hrs on Friday 18 February 2022, with students meeting in the Atrium at 15:45hrs for a prompt departure at 16:00hrs. We will return to St John's at approximately midnight on Friday 18 February 2022. Parents will need to make their own travel arrangement for students to and from St John's at these times. *Students may wish to stay at St John's between the end of the school day and the trip departure, however, please note that there will not be any adult supervision until 15:45hrs.*

Students will need to wear smart, comfortable clothing or their school uniform and should have eaten before departure, as there is unlikely to be any opportunity to do so later. 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 and names will be drawn from a hat should the trip be oversubscribed.

**The cost of the trip is £41.00. An initial deposit of £20.00 will be required on or before Monday 20 December 2021. With a further payment of £21.00 due on for before Monday 31 January 2022.** *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. Please note there will also be a 5% Admin charge made for any parental cancellation unless for a substantiated medical reason.

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 will be requested as part of the insurance process)

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 on for before Monday 20 December 2021

Yours faithfully

**Miss K Kirby**  
**Head of Drama**

Please return slip and **cheque** payment to the Financial Mailbox located in the Atrium by the exit to the tennis/netball 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 be detailed on it. Cheques should be made payable to 'St John's Marlborough'.

**The Addams Family Theatre Trip – Friday 18 February 2022**  
**Organiser – Miss Kirby**

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

1. I give permission for my son/daughter to be included in the above-proposed trip.
2. I enclose payment of £20.00 and confirm I will be making the full payment of £41.00 by the payment deadline
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**