

Monday 17 April 2023  
lms/pmt/LondArtTri/24

Dear Parents

**Yrs. 11 London Art and Photography Trip - Friday 12 to Sunday 14 January 2024**

I am organising an exciting Art and Photography based trip to London for current Year 10 Art and Photography students. The purpose of the trip is enrichment and will give students inspiration for the new coursework unit which starts on 1<sup>st</sup> January 2024. We will visit the London Eye, the British Museum, the Saatchi Gallery, Tate Modern, Victoria & Albert Museum as well as a Thames River Cruise and an evening Theatre performance. Travel will be by coach to and from London with exact travel timings being confirmed closer to the time.

***It should be noted that these activities will include travelling over water and an element of height. This trip may therefore not be suitable for students with certain phobias. We will also be walking about 5-10 miles a day so sensible shoes will be needed.***

It is anticipated that the trip cost will be £399.00, based on 50 students attending. This price includes all transport, entrance fees & activities, travel insurance, and accommodation on a bed and breakfast basis, plus two evening meals with a soft drink. Please note that the cost may increase slightly if less students attend.

To secure your son/daughters place on the trip an initial, deposit of **£100.00 will be required on or before Tuesday 9 May 2023**. Followed by five instalments as listed below. **Please make note of these instalment dates as reminders will not be sent.**

Monday 3 July 23	Monday 7 Aug 23	Monday 4 Sept 23	Monday 9 Oct 23	Monday 6 Nov 23
£60.00	£60.00	£60.00	£60.00	£59.00

*Trip deposits will be returned to you should there be insufficient interest in the trip or if your son/daughter is not allocated a place.*

*In case of financial hardship, support is available from the St John's Opportunity Fund. Please write a letter or email to the Principal. This will be dealt with confidentially and sympathetically. **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.wilts.sch.uk](mailto:swoodburn@stjohns.wilts.sch.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.

There are limited places available and if oversubscribed we will look at student attendance and commitment to the GCSE course so far. It is imperative that students are responsible and can follow instruction, we cannot take students who have any exclusions this academic year or a substantial amount of negative behaviour points.

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 who 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

**If your child is either asthmatic or anaphylaxis, they must ensure that they always carry their inhaler or EpiPen on them during the trip.**

Permission and deposits should be received on or before end of day on **Monday 9 May 2023**

Yours faithfully

**Mrs L Spokes**  
**Head of Faculty, Arts and St John's Educational Visits Co-Ordinator**

← 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 also be detailed on it. Cheques should be made payable to 'St John's Marlborough.'

**Yrs. 10 & 11 (current Yrs. 9 & 10) London Art & Photography Trip - Friday 12 to Sunday 14 January 2024**  
**Trip Organiser – Mrs L Spokes**

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

1. I give permission for my son/daughter to be included in the above-proposed trip.
2. I enclose an initial deposit of £100.00 and confirm I will be making the full payment of £399.00 by the final payment date
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.
5. By signing your son/daughter up to attend trips you are taking responsibility for their behaviour whilst on the trip. Anti-social behaviour, poor attitude or rudeness will not be tolerated and may result in your son/daughter not being considered for future trips.

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Signed: ..... Date: .....

(Parent)