

Thursday 4 January 2024

hlc/pmt/LonPhilOrch/2024

Dear Parents

### **Music Trip to see The London Philharmonic Orchestra – 24 January 2024**

We are organising an exciting trip to see The London Philharmonic Orchestra perform Tchaikovsky's Piano Concerto No.1 and Berlioz Symphonie Fantastique at the Royal Festival Hall, London on Wednesday 24 January 2024. **As this performance is in January the turnaround time for this trip is unfortunately very tight.**

The purpose of this trip is musical enrichment. This trip will also support our GCSE & A-Level Music students by watching live the styles of music they will be studying as part of their course. Mrs Crang and Mrs McDonnell will be accompanying the students.

Travel to London will be by coach. **The trip leaves from St John's at 16.30hrs on Wednesday 24 January 2024**, with students meeting in the Atrium at 16.15hrs for a prompt departure at 16.30hrs. **The trip will return at approximately 00.30hrs on Thursday 5 January 2024.**

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 16.15hrs.

Students will need to wear smart, comfortable clothing suited to the weather conditions on the day. You will need to provide your son/daughter with a packed dinner to be eaten on the coach. **Please note that the Festival Hall is a cashless venue.**

**The cost of the trip is £40.00, which is required by 12.00 noon on Thursday 11 January 2024.**

*Places are limited to 30 and if the trip is oversubscribed, places will be allocated by random selection. Any student not allocated a trip place will receive a full refund.*

*In case of financial hardship support is available from the St John's Opportunity Fund for yr.7 to 11 students. Please write a letter or email to the principal. This will be dealt with confidentially and sympathetically. A-level students should use their Student Bursary Fund grants 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 ParentPay log in detail, 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 parental request withdraw the student, 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.

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. ***If your child is either asthmatic or anaphylaxis, they must ensure that they always carry their inhaler or EpiPen on them during the trip.*** 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. Claims for lost/stolen/damaged personal effects will be paid less any relevant excess.

**Deposit payment is required by end of day on 12 noon on Thursday 11 January 2024.**

Yours faithfully

**Mrs H Crang**  
**Head of Music**

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Please return slip and cheque payment to the Financial Mailbox. 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.'

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**Trip Organiser – Mrs H 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 £40.00.
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: .....

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