



11 November 2021
Rdj/pmt/comphistmuse2022

Dear Parent

Year 11 - National Museum of Computing visit – Tuesday 11 January 2022

We are organising a trip to The National Museum of Computing on Tuesday 11 January 2022 and your son/daughter is invited to participate. During the visit students will have a themed guided tour and take part in two hands-on activity workshops.

Mrs Hawes, Mr Field, and I will be accompanying the students on this trip. Travel to The National Museum of Computing will be by coach. The trip leaves from St John's at 07:45hrs on Tuesday 11 January 2022 and will return to St John's at approx. 17:30hrs. **Parents will need to make their own travel arrangement for students to and from St John's at these times.**

Students can wear casual clothes and will need to bring a packed lunch & drink with them.

In order that the trip may take place, it is necessary to ask for a voluntary contribution of **£32.00** and this should be paid by **Friday 26 November 2021** at the latest. Under the Education Reform Act, some of the costs involved with this trip are voluntary, however I must emphasise that this visit cannot go ahead unless parents are willing to make a contribution of £32.00. **Trip payments will be returned to you should there be insufficient interest in the trip or if you son/daughter is not allocated a place.**

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.*

In case of financial hardship, support is available from the St John's Opportunity Fund. A letter to the Principal will be dealt with confidentially and sympathetically.

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 Should the student be withdrawn by parental request, unless for a substantiated medical reason, this will be taken as disinclination to travel and therefore parents will be liable for all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 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 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 by Friday 26 November 2021

Yours faithfully



**Mr R Jarvis
Head of Computer Science**



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

**Year 11 National Museum of Computing visit – Tuesday 11 January 2022
Trip Organiser – Mr R Jarvis**

Student: Tutor Group:

1. I give permission for my son/daughter to be included in the above-proposed trip.
2. I enclose a voluntary contribution of £32.00
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.

Signed: Date:

(Parent)

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