

Wednesday 18 October 2023

hlc/pmt/yr.8 Wicked/2024

Dear Parents

### **Year 8 Trip to see Wicked – 08 February 2024**

We are organising an exciting trip to see the musical Wicked at the Bristol Hippodrome on Thursday 08 February 2024. The purpose of this trip is enrichment.

Travel to Bristol will be by coach. **The trip leaves from St John's at 17.00hrs on Thursday 8 February 2024**, with students meeting staff in the Theatre from 16:30hrs for a prompt departure at 17.00hrs. **The trip will return at approximately 23.30hrs on Thursday 08 February 2024.**

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 16.30hrs.

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.

**The cost of the trip is £40.00. To secure your child's place on the trip a £10.00 deposit will be required by end of day on Tuesday 31 October 2023. Followed by a further payment of £30.00 due by Wednesday 3 January 2024.**

***Please note that due to the nature of this trip once the theatre tickets have been paid for there will not be an option to add additional students to the trip.***

*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.*

***Please note that there are limited places available and if oversubscribed we will look at student attendance and behaviour. 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., especially for failure to follow instruction.***

**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 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.

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 has 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 Tuesday 31 October 2023**

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.'

**Year 8 Trip to see Wicked – 08 February 2024**  
**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 £10.00 and agree to make further payment to cover the total cost of the trip by Wednesday 3 January 24.
3. I understand that my son/daughter is representing St John's Marlborough and any undesirable behaviour could lead to them being excluded from future trips.
4. understand that there may be no refund due, should my child be withdrawn from the trip by St John's.
5. 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.
6. 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**