

Tuesday 26 September 2023

lms/pmt/festofligh/phototrip/nov2023

Dear Parents,

Photography trip to Lacock & Longleat, Festival of Light – Sunday 12 November 2023

The Art Department is pleased to offer Photography students a field trip to the Fox Talbot Museum at Lacock & Longleat, Festival of Light on Sunday 12 November 2023. The purpose of the trip is to provide students with the opportunity to produce photographs for their coursework. The Fox Talbot Museum tells the story of the birth of photography and has an exhibition of photographs by Ellen Carey. The Festival of Light is an amazing light trail which will give students the opportunity to take lots of photographs.

Travel to Lacock & Longleat will be by coach. The trip leaves from St John's at 14.00 hrs on Sunday 12 November 2023. *Please can students meet in the school carpark at 13.45hrs.* The trips will return to St John's at approx. 19.30hrs. *Parents will need to make their own travel arrangement for students to and from St John's at these times.* **Students will need to bring a packed lunch, drink & snack with them or money to purchase food.** *Please note that Longleat is a cashless site, and they only take payments via debit/credit card and smartphone apps such as ApplePay in all areas.*

The cost of the trip is £45.00. To secure your child's place on the trip a £15.00 deposit is required by end of day on Thursday 5 October 2023. Followed by a further payment of £30.00 due by Thursday 2 November 2023.

In case of financial hardship support is available from the St John's Opportunity Fund for GCSE 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 log in details, please contact Mrs Shirley Woodburn on 01672 519567 or by emailing swoodburn@stjohns.excalibur.org.uk.*

Please note that once places have been confirmed, payments will be non-returnable unless the school cancels the trip. 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. 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 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., especially for failure to follow instruction.

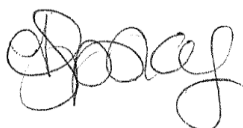
The organisation of all trips includes a comprehensive risk assessment. The Principal and Trip Organiser may choose to exclude from the trip any students whose behaviour or schoolwork is not satisfactory. **Any student withdrawn by St John's for these reasons will be at the expense of the parents. It 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 Thursday 5 October 2023.

Yours faithfully



Mrs L Spokes
Head of The Arts Faculty

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.'**

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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 payment of £15.00 and agree to make a further payment to cover the total trip cost by Thursday 2 November 23
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. I 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.
6. Please detail any recent medical information that the school may not be aware of.

Signed: Date:
(Parent)