

6th June 2019

Dear Parent/Carer,

Year 10 Oxford Bleinhem House Theatre Trip: Macbeth 15th July 2019

We are organising a trip to Oxford for Year 10 English students and your son/daughter is invited to participate. This fits in with the GCSE Shakespeare exam, Literary Heritage and enrichment aspect of English. Miss Ault and other teachers will be accompanying the students.

Travel to Oxford will be by coach. The trip leaves from The Wren School at 8.50am on 15th July 2019 and will return to school at approximately 2.30-3.00pm (traffic permitting). Students will be expected to stay at school until the end of the school day at 3.20pm.

Students will need to wear outdoor clothing appropriate for the weather on the day, including suncream and bring picnic blankets, food and drink with them. We will not be stopping anywhere to eat, therefore students will need to bring their own snacks/lunch to eat in the grounds of this stately home as meals will not be available to purchase. Any students in receipt of free school meals can order a packed lunch when booking a place on ParentPay. The performance is an open air theatre production in the grounds/garden area. Students will be able to eat and drink here.

In order that the trip may take place, it is necessary to ask for a voluntary contribution of £23.00 and this should be paid by 24th June at the latest. Payments should be made online through ParentPay with the completed permission slip at the end of this letter returned to student reception. There are a limited number of places available and these will be issued on a first come, first served basis, upon receipt of the payment.

We cannot fund this trip from the school's budget. Whilst there is no obligation to contribute, and no student in the group will be omitted from the trip if their parents do not contribute, the trip cannot take place if insufficient contributions are received. In case of financial hardship, support is available and any request will be dealt with confidentially and sympathetically. Please see The Wren Nest Egg Policy on our website for details. Pupil Premium students may also be able to use part of their funding to subsidise this trip, in consultation with the Pupil Premium Leader. Please contact me if you wish to discuss this option.

Payments are generally non-returnable unless the trip is cancelled by The Wren School. Should the student be withdrawn by parental request we will make every effort to fill places from a reserve list; however, all costs incurred by The Wren School due to the cancellation will have to be covered

whether the place is filled or not. All such withdrawals should be discussed, in the first instance, with the trips administrator. Please note there will be a 5% admin charge made for any parental cancellation, unless the cancellation is due to a substantiated medical reason.

Please be aware that the medical information and contact details for your son/daughter that you have supplied for The Wren School'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 the 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.

Please be aware that lost/stolen/damaged personal effects are not covered by school insurance.

The organisation of all trips includes a comprehensive risk assessment. The headteacher and trip leader may also choose to exclude from the trip any students whose behaviour or schoolwork is not satisfactory.

Payment and permission needs to be received by 24th June 2019.

Kind regards,

Miss Ault
English Department

Please return slip to Student Reception.

Oxford Theatre trip: Macbeth 15th July 2019
Trip Organiser - Miss Ault

Student: Form Group:

1. I give permission for my son/daughter to be included in this proposed trip.
2. I have made a voluntary online payment of £23.00.
3. Emergency contact name and number for during the trip:

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4. Please detail any recent medical information that the school may not be aware of:

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Parent Signature: Date: