



15th February 2022

Dear Parent/Carer,

West End Residential Trip

I am arranging an exciting 4-day residential trip to London this Autumn to experience West End shows and workshops. The trip will run between Thursday 20th October and Sunday 23rd October 2022 and is open to all students currently in year 9 (next year's year 10).

The cost of the trip is £550 per student, which includes the following:

- Travel by coach to the hotel (all other travel during the trip will be on foot)
- All meals from the Thursday evening until our return on the Sunday afternoon
- 3 nights accommodation at the High Holborn hotel in Covent Garden
- Entrance to see 2 West End Musicals (exact shows TBC nearer the date)
- Musical Theatre workshop with cast from one of the 3 West End shows that we will be watching
- Dance workshop at Pineapple studios
- Entrance to see "The Woman in Black" at the Fortune Theatre
- Workshop on "The Woman in Black" at the Fortune Theatre
- Backstage tour of The National Theatre
- River Cruise along the Thames
- Visit to the top of Tower Bridge

To ascertain if this trip is viable, we are asking parent/carers to initially register their interest through WisePay **by Friday 25th February** (please select 'Register Interest' then follow the instructions). Places on this trip are limited to 50 students only, in the event of over-subscription, names will be picked at random. Those successful will then be invited to pay accordingly through WisePay and those unsuccessful will be informed and their daughter's name will be added to the reserve list. Please do make your daughter aware of this possibility, to help to manage any disappointment if this is the case.

By booking a place on this trip you are accepting to honour all payments as set out in the payment schedule overleaf. Your daughter will not be able to go on any future trips until all outstanding monies are settled.

Your voluntary contribution covers all trip costs and insurance. Unfortunately, we will not be able to run the trip unless all parents who are able to meet the cost are willing to do so. If you are unable to contribute the full amount, you are invited to contact me in confidence so that we can discuss the possibility of financial support towards your daughter's participation. The school will make every effort to help, however, please note that we have a fixed annual budget for financial assistance.



Refunds or withdrawal from the trip will only be permissible on the grounds of serious medical conditions as our insurance does not cover cancellation for any other reason. Any absence or cancellation due to government restrictions relating to Covid-19, including lockdowns, self-isolating with proof of positive test and travel restrictions, will be covered.

In the event of the school making the difficult decision to review some/all extra-curricular activities due to rising cases of Covid-19, especially amongst staff, we reserve the right to cancel the trip irrespective of government guidance. In this case, a full refund will not be granted. This is not a decision we would take lightly but do we do reserve the right to cancel any activity/event if the general operation of the school, as a whole, would be put at risk as a result of the trip running.

Once places have been allocated, payments can be paid through WisePay (please see payment schedule below), which can be accessed through our school website and clicking on the 'Parents and Students' tab on the right-hand side of the page, then selecting 'WisePay'. After logging in please select 'Trips & Visits', 'West End Trip'.

You may claim a contribution towards the cost of your daughter's place, if she is currently eligible for Pupil Premium funding. This can also be done through WisePay and selecting this option. For those eligible, the maximum contribution available is 50%.

Payments – non-refundable	Payment deadline
£100 deposit	1st March 2022
£100	1st April 2022
£100	1st May 2022
£100	1st June 2022
£150	1st July 2022

By booking your daughter's place on the trip, you confirm all details held by the school are up to date, this includes all contact details, dietary requirements, allergies and medication (details can be updated by parent/carers via SIMS PARENT).

If you have any queries, please do not hesitate to contact me.

Yours faithfully,

Susannah Mitchell
Subject Leader - Music