



27th September 2022

Dear Parent / Carer of a year 10 student,

I am pleased to be able to offer your son/daughter the opportunity to attend a performance of 'A Christmas Carol' on Tuesday 13th December 2021 at the Reading Rep Theatre.

As part of your child's GCSE in English Literature we are studying Charles Dickens' 'A Christmas Carol' and this is a fantastic opportunity to see the story brought to life on stage.

There are **60** places available - the trip will be on SCOPAY from 1.30pm on Thursday the 15th of September until Monday the 7th of November. In the event that the trip is over subscribed, a ballot will be drawn with preference being given to students who missed out on a place on a previous theatre trip.

The cost for this trip will be **£10.50**. This includes entry to the show but parents and carers will be required to provide transport to and from the theatre. Students won't be expected to come in school uniform but will be expected to uphold the expectations of the school. As per our Charging and Remissions Policy, this trip will only be able to go ahead if we are able to cover the costs of this trip through voluntary contributions. If your child is entitled to the Pupil Premium Grant their contribution can be covered.

Along with payment, please complete the consent form, including entering contact details and any allergy/medical needs, via SCOPAY as detailed below.

- *Methods of payment and consent are as follows:*
- • Please pay by credit or debit card via the school website or the SCOPAY app. **You will also give consent for the trip here**
- • To do this you should go to <http://langtreeschool.com> and click on the SCOPAY icon on the front page. If you don't have your pupil link code contact finance who can give you the code. Alternatively you can download the app from your app store once you have an account set up
- • **You will be asked to give consent for your child to attend the trip on SCOPAY before you make the payment.** Please add in your emergency contact details for the day of the trip and any allergies/medical needs, in the comments / optional note text box
- • If you have any queries or difficulties with payment, please contact the finance office at: finance@langtreeschool.com

When?	Tuesday 13th December 2022
Where?	Reading Rep Theatre, Kings Road, Reading, RG1 4LY
Meeting at the theatre at:	7.10pm
To be collected from the theatre at:	9.40pm Please be aware: It is essential that a member of staff is able to see the adult collecting the students before we can allow them to leave on the night
School uniform:	No
Cost:	£10.50

As you may well be aware, the school has a twitter account which we use to provide updates to parents of all residential trips out of school. Please follow us @head4094 to receive important news bulletins from the trip leaders via twitter. Updates will also be posted on the school website.

Registering your child on this trip represents a commitment that they will take part in this trip. Trips require extensive planning, organisation and careful costing based on the number of students participating. It is not therefore possible for students to withdraw from a trip having previously made a commitment to take part. All monies paid are on a non refundable basis as long as the trip goes ahead. The full balance of the trip must be paid prior to the trip taking place.

The school reserves the right to withdraw students from a trip when there are concerns about behaviour, attendance or attitude. The full balance of the trip must be paid prior to the trip taking place. If booking a place on this trip please take a moment with your child to go to our website and look at our [Code of Conduct](#) for trips and visits. Booking a place on this trip implies agreement with this document.

All trips and visits involving students from Langtree School are always planned and risk assessed extremely carefully, in order to ensure the highest level of safety for our students as we possibly can.

While we will continue to offer learning in 'the outdoor classroom' as we always have done so at Langtree, I would want to assure parents that we have reviewed all of our arrangements accordingly and that we will do everything in our control to ensure that all students participating on a trip can do so with a sense of safety, confidence and enjoyment.

Yours sincerely
Helen Quinn
Trip leader

Please provide consent online when you log in to SCOPAY. If for any reason you are unable to supply consent this way please email finance@langtreeschool.com