



21st September 2026

Dear Parent / Carer of a KS4 student,

I am pleased to be able to offer your son/daughter the opportunity to attend a performance of 'A Christmas Carol' on Wednesday 9th December 2026 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. 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.

To enable this trip, we are requesting a voluntary contribution of £13.20. As outlined in our Charging and Remissions Policy, the trip can only proceed if the costs are covered by voluntary contributions. If your child is entitled to the Pupil Premium Grant (PPG) their contribution can be covered, but please still go on SCOPAY to give your consent.

If you would like to reserve a place for your child, please complete the consent form, including entering contact details and any allergy/medical needs, via SCOPAY as detailed below. Please can you complete this information and submit the £13.20 contribution by the 10th of November.

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?	Wednesday 9th December 2026
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:	£13.20

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.

Non School Uniform Dress Code

We are justifiably proud of our extra curricula programme and the number of trips and visits we are able to offer.

The dress code for these trips/ visits is "school appropriate clothing". **This is to ensure all students are safe, comfortable and can engage in all the activities we are offering.** This means, students should dress professionally and appropriately.

Students are not permitted to wear any of the following:

- Very short shorts or skirts
- Crop tops or tops that leave midriffs uncovered
- Flip-flops or backless footwear, due to health and safety issues
- Excessive make up or jewellery
- Tank tops or vest tops.
- Clothing with offensive or inappropriate logos

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.

Langtree School uses Instagram to publish photos of school trips and updates. Please add us at langtree_oxfordshire

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
Kathryn Maunder-Hand
2nd in Dept English & 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