2 October 2023

Dear Parents/Carers

Year 13 A Level English Trip – Windsor Castle Folio 400 - Thursday 2 November 2023

We are writing to inform you that the English Department has an amazing opportunity for our Year 13 English students to visit Windsor Castle on Thursday 2 November 2023.

During the visit, students will experience a bespoke guided tour of the Windsor Castle archives looking specifically at William Shakespeare's First Folio. This precious book was published 400 years ago and very few copies remain in existence. The copy we will look at, has belonged to Kings and Queens of England for centuries. Not only will we look at the book and specifically the pages of Othello, the English curriculum play that is studied for A Levels, but we will get to hear from the archivists about how publications from the time of Shakespeare have been preserved for centuries enabling his plays to be read and performed today. This is vital context for A Level studies that will provide a fascinating background to their study of the play. This is a once in a lifetime opportunity that I am sure you will want your child to experience.

The visit will also include time to walk around and enjoy the environment of the castle itself. Home to our reigning monarch, King Charles III, and the place where so many incredibly important historic events in the nation's history have occurred.

We ask students to make their own way to Windsor Castle to arrive for 10.30am, where they are to meet me at the entrance to the visitors centre/ticket office. Students have permission to go directly to Windsor, and not have to come to school first. The trip will end at 3pm and we ask students to make their own travel arrangements home. Students are to bring a packed lunch with them on the day.

The cost of the trip is £6.10 per student and to secure your child's place, we ask you to please make payment via your child's sQuid account which is now open for payment (closing 10pm on Thursday 5 October 2023). Please note that due to the nature of this trip, we are unable to refund the cost, if your child is unable to attend.

Should the school need to contact you in an emergency, we will use contact details supplied on your most recent OA4 Form (off-site activity form). If there are any changes to the details on this form, including any medical or dietary requirements, it is the parent/carer responsibility to inform the school.

If you would like any further information about this particular trip, please do not hesitate to contact me via the main office on 01628 629415, or by email on enquiries@coxgreen.com.

Yours sincerely

Ms J Leary
KS4 and KS5 Curriculum Manager English
Deputy Learning Leader English

Please note:
- *Places on all trips are subject to the school expectations for the Behaviour Policy being met. Any student who receives a suspension may have their place withdrawn from the trip and no refund will be made unless the place can be resold. In addition, if the school assesses that the attendance on a trip is a Health and Safety risk to the student or to others, a place will not be allocated to that student or a place will be withdrawn and there will be no refund made unless the place can be resold.*

- *Should your child be unable to attend a trip due to medical reasons, we will require a Medical Certificate to apply for an insurance claim.*
- *If the trip is cancelled due to uncontrollable circumstances i.e. weather, Foreign/Home Office guidance, the refunding of costs will be subject to insurance cover.*
- *Should the school need to contact you in an emergency, we will use contact details supplied on your most recent OA4 Form (off-site activity form). If there are any changes to the details on this form, including any medical or dietary requirements, it is the parent/carer responsibility to inform the school.*
- *This is an optional trip and is not essential to the curriculum or completion of the syllabus being studied.*
- *There will be no insurance cover due to disinclination to travel.*