



29 November 2023

Dear Parents/Carers

**Sixth Form Visit to Royal Holloway, University of London, Egham
Wednesday 6 December 2023 (by invitation)**

As you will be aware, your child is currently studying for the EPQ (Extended Project Qualification) Award. The purpose of this award is to equip students with the study skills they need to succeed at university. This includes using academic sources selectively and critically, referencing material appropriately and writing an academic report.

We have been extremely fortunate to secure a visit to Royal Holloway, University of London's library. This trip will provide your child with not only some valuable research material that could enhance their project, but will help to understand how to search and get the best out of an academic library and database, placing them at an advantage should they then decide to progress to university.

There are 12 places available on this trip and will be offered on a first come first served basis. To secure a place for your child, please click on the following link which will be open for bookings from 6pm this Sunday, 3 December 2023 (closing: 10pm on Monday 4 December). There are no costs associated with this trip.

<https://www.eventbrite.co.uk/e/sixth-form-visit-to-royal-holloway-university-of-london-egham-tickets-769584186017?aff=oddtcreator>

We will travel to Royal Holloway by school minibus, departing school at 11.15am and returning by 3.00pm. There are no costs associated with this trip. Students will need to bring a note pad and pen and a packed lunch, drinks and snacks to last the duration of the day.

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.

Thank you in advance for your support.

Yours sincerely

Mrs K Thompson
Deputy KS5 Leader / Enrichment and EPQ Co-ordinator

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 Any student who receives a suspension may have their place withdrawn from the trip and no refund will be made unless the place can be resold.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.*