

11 October 2024

Dear Parent/Carer,

**RE: A Christmas Carol Theatre Trip (The REP Birmingham)**

It is our aim at Chase Terrace Academy to enable all pupils to succeed and thrive. We propose to arrange a visit to The Rep Theatre, Birmingham to see A Christmas Carol on Wednesday 4<sup>th</sup> December. We will leave school via coach at 13:00 and will return at approximately 18:00 and would be delighted if your child could take part.

The cost of the trip is £32.00 per pupil. There are limited spaces available and so places will be allocated on a first come first served basis.

**Trip Itinerary:**

- Pupils will attend lessons as normal period 1 to 3. At 13:00, during period 4, they will be required to assemble to be registered.
- Pupils will need to be in full school uniform and would be advised to bring a coat.
- Pupils will need to bring a packed lunch with them as there may not be time to buy anything at the theatre.
- Pupils will arrive in Birmingham with a short walk to the theatre for a performance at 14:30.
- The performance will have a short interval.
- Pupils will depart the Theatre at approximately 17:00 and will return to school at approximately 18:00 (pupils will be asked to make contact home to confirm timings).

The cost of the trip needs to be paid by 4 November 2024 and covers your child's ticket to the theatre and the cost of the coach. Please be aware that the full payment is required to secure a place on the trip.

To confirm your child's place, please pay the balance of **£32.00** by **Monday 4 November**. **Payments should be made via MCAS as cash payments WILL NOT BE ACCEPTED** and will be returned. If you have any issues with MCAS please contact Mrs Heames-Read [l.heamesread@chaseterraceacademy.co.uk](mailto:l.heamesread@chaseterraceacademy.co.uk) who will be able to rectify this for you.

**What if my child's place is cancelled?**

Participants attending this visit will need to have a record of good behaviour and attendance and demonstrate that they can obey safety and other rules. Anyone whose behaviour becomes unacceptable after the trip has been booked may be excluded or required to return home early and any expenses incurred, which cannot be recovered, will be the responsibility of parents/carers.

Occasionally parents/carers decide to cancel their child's place on visits. Though everything will be done to fill this place, this isn't always possible. In this event, the reimbursement of monies is dependent on the fulfilment of the place as well as the cancellation terms of the travel company. If you do decide to cancel your child's place you must inform the school immediately. Failure to do so may result in you being charged the full amount for your child's place, irrelevant of whether they attend the visit.

To secure your child's place, inform us of necessary information and provide consent, please complete the Microsoft form using the link or QR code below and return by **Monday 4<sup>th</sup> November**.

<https://forms.office.com/Pages/ResponsePage.aspx?id=seMRsYRHckiS5GZWrpBBYdo4OEgm91xEje77wZAVd99URVITVEpXREI1VIBRRTUxTzVCQU5GVDUxNC4u>



All educational visits are covered by the school's insurance. Your child will be expected to be responsible enough to wear any seatbelt provided until informed that it may be released. They will also be expected to walk and cross roads sensibly, supervised by an adult.

If you should have any questions related to this event, please contact Miss H Pickerill via email [h.pickerill@chaseterraceacademy.co.uk](mailto:h.pickerill@chaseterraceacademy.co.uk).

Yours faithfully

**Miss H Pickerill**  
**Trip Leader**