

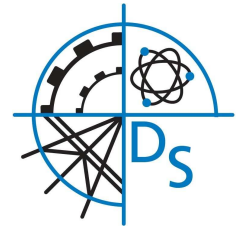
Denefield School

Working together for success

Long Lane, Tilehurst, Reading, RG31 6XY

www.denefield.org.uk Tel: 0118 9413458 Fax: 0118 9452847

Headteacher: Mr G Whiteford



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20 September 2011

Dear Parent/Carer

On Thursday 29 September, Year 9 students will be attending a Futures Fair in the Royal Berkshire Conference Centre at the Madjeski Stadium. This has been co-organised by Alok Sharma, MP for Reading West, and the Central Berkshire Education Business Partnership for all the schools in the area.

The aim of the Futures Fair is to have a wide range of organisations exhibiting at the event including higher and further education establishments, those involved with organising and offering apprenticeships, as well as local businesses. The event will be interactive. Sessions on interview techniques, CV writing, financial budgeting and talks about the local and Thames Valley economy will take place in smaller rooms so that students will be able to get more relevant information for themselves. The Futures Fair is sponsored by Tesco, First Great Western, Network Rail and PepsiCo who will also showcase their businesses and the career paths they offer.

The journey to and from the Madjeski Stadium will be by coach, for which **there is no charge**. Students will leave school at 11.00am and return by 1.30pm. The rest of the school day will be organised so that there is time for preparation for the event and follow-up on students' return.

Students will need to bring a packed lunch for the day: if your child has free school meals, please indicate this on the slip below and a packed lunch will be provided.

Please note that this is also the day when the school photographer is in school, so students should be in **full correct uniform** as usual. Photographs of Year 9 students will be taken during periods 1 or 2 before the coaches leave for the stadium.

Would you please read and then sign the slip indicating your permission for your child to attend this event. It should be returned to your child's tutor by Friday 23 September 2011.

Yours sincerely

Mrs K M Yates
Head of Blue House

To: your child's tutor

I/We acknowledge receipt of the letter about the Futures Fair to be held on 29 September 2011.

I/we give permission for _____ tutor group: _____ to attend this event.

I/We have discussed the need to behave appropriately at all times in order to gain the most from the event. I have ensured that my child understands that it is important to his/her safety and for the safety of the group that any rules and instructions given by the staff in charge are obeyed. I have read through the information overleaf and my child agrees to abide by the Code of Conduct described. The legal liability of the School Governors, the Headteacher and staff throughout the school visit will be exactly the same as it is when my child is at school.

My child does qualify for a free school meal – please provide a packed lunch on the day. Tick if appropriate

Parental signature: _____ Date: _____



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STUDENT CONDUCT ON FIELD TRIPS/SCHOOL VISITS

When students attend these occasions they are expected to behave reasonably and within the guidelines laid down by the responsible member(s) of staff. The staff are acting *in loco parentis* and impose clear and fair rules upon the students in order to achieve an efficient, pleasant and safe environment for all.

- It is reasonable that each student should obey any rules laid down and act in a careful and responsible manner.
- It is reasonable that each student carry out any safety procedures laid down by the member of staff.
- It is reasonable that each student report to members of staff at the required times. If the students are to be allowed to spend some time without supervision by staff, then the time period should be short and the students should check in at a regular time and place. Older students may be allowed a longer interval between reporting times. All students should be made aware of the place to which they should report.
- It is reasonable to expect all students on a residential visit to be in bed at a specified time depending on their age. All students will be expected to be in their own rooms and quiet by a specified time.
- It is reasonable to expect the students to behave in a way that does not disturb other people. This may require quiet, sensible behaviour when stipulated.
- It is reasonable to expect all students to behave in a way that does not endanger themselves or any others.
- It is reasonable to expect departures from and arrivals to school outside normal school hours to minimise disturbance to our neighbours.

MAKING PAYMENTS FOR SCHOOL VISITS

Due to changes in the administration of school visits, teaching staff are no longer be able to collect money from students themselves. There are now two ways of paying in money for school visits:

1. Parents/carers send cheques via the post. This is the recommended method of payment. Envelopes should be addressed to:

The Finance Office (visits)
Denefield School
Long Lane
Tilehurst
Reading
RG31 6XY

Cheques should be made payable to 'Denefield School' and the student's name, tutor group and title of the visit should be written on the back of the cheque.

2. Students may pay in cheques or cash to the finance office. The office is open at break and lunchtimes every day (10.40 – 11.00am, 12.00 – 1.05pm). Payments cannot be accepted outside these times.

Reply slips/consent forms should also be posted/handed to the finance office. Receipts will be issued to students for all payments received.

**DENEFIELD SCHOOL
PARENTAL CONSENT AND MEDICAL FORM
(OFF-SITE ACTIVITIES)**



To the Parent/Carer

Please find attached to this form information regarding an off-site activity, which is planned from this school. Would you please examine that information and, if you wish your child to attend, complete, sign and return the top copy of this form to the person in charge of the activity as soon as possible.

Student name: _____ Date of birth: _____

Address: _____

NHS number: (if known) _____

Telephone numbers at which parents/carers can be contacted in case of emergencies:

Is your child currently undergoing medical treatment? If so please give details:

Please give details of any medical conditions that might possibly affect your child's performance or safety on this activity:

Please give family doctor's name and address: _____

Does your child have any special dietary needs? _____

STATEMENT

I acknowledge receipt of the information regarding the proposed visit/activity to

_____ on _____

and consent to my child, named above, participating.

I agree to members of staff giving permission for my child to receive appropriate medical treatment in an emergency.

I undertake to inform the teacher in charge of the activity in the event of any changes in my child's fitness prior to the date of departure.

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed.

Signed: _____ Date: _____

Please indicate relationship to child: _____