

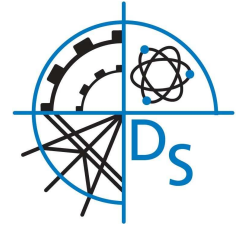
Denefield School

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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10 October 2011

Dear Parent/Carer

The Toby Carvery, Caversham Bridge - Thursday 3 November 2011

Subject to there being sufficient funds to cover the cost, I am writing to inform you of a planned visit to the Toby Carvery, Caversham. This trip will involve a range of activities that will enable your son/daughter to complete a compulsory unit within their BTEC art course: 'Working with Graphic Design Briefs'.

Students will have a tour of the building inside and out, photographing any evidence of the use of graphic design through signs, posters, leaflets and menus as they go around. They will also collect leaflets and menus that they can analyse back in class, have an opportunity to ask the manager questions about the best way to attract customers and will also answer a prepared questionnaire whilst eating their meal.

Students will then use this information back in the classroom to analyse, compare and contrast evidence and then redesign in Photoshop advertising for The Toby Carvery which will meet all of the criteria for the above mentioned unit.

I strongly recommend that students take part in this visit as it will make the learning for this unit more engaging and the material provided and collected will be very useful. The overall experience of the visit will help to inspire your son/daughter to redesign a more successful outcome through first-hand experiences.

Transport will be by minibus leaving Denefield at 12 noon and returning at 3.00pm. This will take place during an afternoon when the BTEC art students have art for one lesson, thus minimising the impact on other lessons.

The cost of the visit is £12.99 and includes transport to and from the venue, insurance, cost of menus, leaflets and materials, a cooked meal, unlimited drinks refills whilst dining and an ice-cream dessert.

If you would like your son/daughter to take part in the above visit, please complete the reply slip below and return it by Wednesday 19 October, together with the medical form and your payment. (Cheques should be made payable to 'Denefield School').

Yours sincerely

Miss C Bryan

Expressive Arts Curriculum Area, Art Department

C

The Toby Carvery, Caversham Bridge - Thursday 3 November 2011

Name of student: _____ Tutor group: _____

I would like my son/daughter to participate in the proposed voluntary off-site visit and I am willing to contribute the suggested amount of £12.99, as per the payment methods overleaf.

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.

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: _____