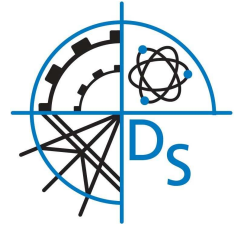


Denefield School

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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28 November 2011

Dear Parent/Carer

Business Studies, Travel and Tourism and PE visit to Olympic Park, London Wednesday 18 April 2012

Subject to there being sufficient funds to cover the cost, the Business Studies, Geography and PE Departments propose to organise a voluntary visit to the Olympic Park, London, on Wednesday 18 April. The day will involve students in a variety of activities including a guided tour around the Olympic Park and attending a 'business in sport' lecture. The visit will allow the students to see the topics they are studying in practice and will prepare them for their A Level and BTEC courses. This is a unique opportunity for students to see how London 2012 is being organised and is only available in the run up to the start of the Olympic Games.

Transport will be by coach, leaving school at 7.30am and returning by approximately 6.30pm. The total suggested contribution is £46.00. This price includes the guided tours, lecture and coach travel. Students will also require a packed lunch on the day as there will be no facilities available to buy food inside the Park.

If you would like your son/daughter to attend, please complete the parental consent and medical form attached and return it by Friday 16 December, together with the suggested contribution. (Cheques should be made payable to 'Denefield School'). Places will be allocated on a 'first come, first served' basis.

Yours sincerely

Miss H Lamport

Humanities Curriculum Area, Leading Teacher Business Studies



Specialist Schools
and Academies Trust
THE SCHOOLS NETWORK™





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: _____ Tutor group: _____
NHS number: (if known) _____ Date of birth: _____
Address: _____

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:

**Business Studies, Travel and Tourism and PE visit to Olympic Park, London
Wednesday 18 April 2012**

and consent to my child, named above, participating. I am willing to contribute the suggested amount of £46.00, as per the payment methods overleaf.

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. 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.

Signed: _____ Date: _____

Please indicate relationship to child: _____