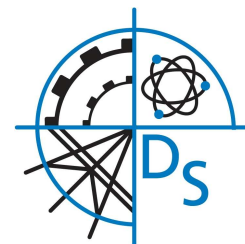


# Denefield School

*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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3 March 2010

Dear Parent/Carer

## **Duke of Edinburgh, Swiss Farm and surrounding area visit, 1-2 April 2010**

I propose to organise an opportunity for students to complete their Bronze Duke of Edinburgh Assessed Expedition. This will take place in the vicinity of Henley on Thames on Thursday 1 and Friday 2 April 2010.

We will depart from the car park near Mill End, off the A4155 Marlow Road, on the Thursday at 8.30am. Students need to ensure that they are at the car park for 8.00am so that their kit can be checked. They will need to be collected at 4.00pm Friday, at the car park near Watlington Hill Farm and Christmas Tree Common. Please find a copy of the map attached.

If you have any queries, please feel free to contact me either by phone on the above number or at [gnn@denefield.org.uk](mailto:gnn@denefield.org.uk). I would be grateful if you could complete the attached slip to indicate your consent and return it to me by Friday 5 March. The cost of the trip will be covered by Duke of Edinburgh funds,

Yours sincerely

Mr D M Giani  
**Duke of Edinburgh Coordinator**

✂ -----

**To Mr Giani**

## **Duke of Edinburgh, Swiss Farm and surrounding area visit, 1-2 April 2010**

Name of student: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

I would like my son/daughter to participate in the proposed voluntary off-site visit.

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 (10.30 – 10.50am, 11.50 – 1.00pm). 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? \_\_\_\_\_

\_\_\_\_\_

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**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: \_\_\_\_\_