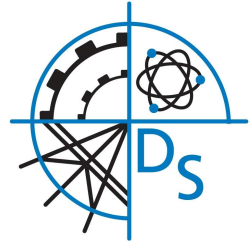


Denefield School

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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October 2009

Dear Parent/Carer

Year 8 French study visit to Paris, Monday 15 – Friday 19 March 2010

One of the best ways to learn a language and understand a different culture is to spend some time in another country. I am delighted to be able to offer your child the exciting opportunity to take part in our Year 8 study visit to Paris. This will take place next spring, departing on Monday 15 March and returning on Friday 19 March 2010.

The visit will take place subject to there being sufficient funds to cover the cost. The total suggested contribution is £330.00. The price includes accommodation on a full-board basis at Le Château de Grande Romaine near Paris. This is an activity centre owned and run by the specialist school travel operator, PGL Travel Ltd. Transport will be by coach, which will be at our disposal throughout the visit. We will be crossing the Channel via the Eurotunnel. The programme will include tours of Paris by coach and riverboat, and visits to several key monuments, including the Eiffel Tower, Notre Dame and the Arc de Triomphe. We will also have a day at Disneyland Paris. Throughout the visit students will be expected to take part in a range of language activities, including a town trail in Montmartre, to make the most of this opportunity to practise their French.

The accommodation will be in en suite rooms sleeping 4-6 students. The château has extensive grounds, with excellent sports facilities and a games room. There will be organised activities every evening.

Should you wish your child to take part, the following arrangements for payment of the £330.00 due will operate. The initial deposit is non-refundable, should your child later decide not to go on the visit. You should contact the visit leader immediately to discuss any financial issues or alternative arrangements if difficulties with payment arise, or any other situation that could affect your son/daughters' participation.

Payment schedule:

Friday 6 November 2009	Deposit due:	£ 50.00
Monday 7 December 2009	Instalment 1 due:	£140.00
Monday 11 January 2010	Instalment 2 due:	£140.00

All payments should be handed to the Finance Office in the usual manner (cheques made payable to 'Denefield School'). Your cooperation in paying promptly will be greatly appreciated.

Should your child decide to withdraw from the visit at a later date, for anything other than medical reasons or a genuine emergency (which would be covered by insurance), please be



Specialist Schools
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THE SCHOOLS NETWORK™



aware that the tour operator operates the following policy on cancellation charges for which you would be liable:

- 56-29 days prior to departure 60% of the cost of the visit
- 28-15 days prior to departure 80% of the cost of the visit
- 14 days or less prior to departure 100% of the cost of the visit

Students are allocated a place on visits on the understanding that they will behave appropriately and follow all instructions given. This is essential for the safety and enjoyment of the entire party. Our expectations are clearly stated in the accompanying information. Should we become concerned about the behaviour of your child in school, we reserve the right to refuse to take him/her on the visit. I sincerely hope that this action will not be necessary, as we know how much our students benefit from language visit abroad.

I will be holding a meeting for parents in February to finalise the arrangements. Should you have any queries in the meantime, please phone me at school or email me at rbs@denefield.org.uk

If you would like your son/daughter to have a place on this visit, please complete the reply slip below and return it by Friday 6 November, together with the non-refundable deposit of £50.00. (Cheques should be made payable to 'Denefield School'). Places will be allocated on a 'first come, first served' basis.

Yours sincerely



Mrs N Robinson
MFL Curriculum Area Leader

Year 8 French study visit to Paris, Monday 15 – Friday 19 March 2010

Name of student: _____ Tutor Group: _____

I would like my son/daughter to participate in the proposed voluntary activity and I am willing to contribute the suggested amount of £330.00, as per the payment methods overleaf.

I agree to contact the visit leader immediately should any situation arise that may affect my son/daughters participation, either financial or otherwise.

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: _____



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 students.

- 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, staff running visits will no longer be able to collect money from students themselves. There are now two ways of paying in money for school visits:

1. Parents/guardians 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 (10.45 – 11.00 a.m., 12.05 – 12.20 p.m. and 1.30 – 1.50 p.m.). 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 please 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 No: (if known) _____

Telephone Numbers at which parents 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: _____