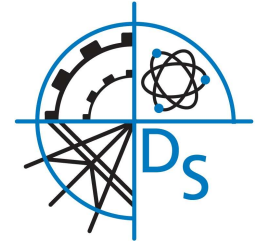


# Denefield School

*Working together for success*

Long Lane, Tilehurst, Reading, RG31 6XY  
www.denefield.org.uk Tel: 0118 9413458 Fax: 0118 9452847  
Headteacher: Mr G Whiteford



K:\Trips\2009-10\LangGermanMoselleInitialLtrJan09MJY-nay  
3 February 2010

Dear Parent/Carer

## **Year 8 Residential Visit to Germany ~ 14-18 June 2010**

Following the success of last year's German visit to the Moselle Valley, we are pleased to offer Year 8 students studying German the opportunity to participate in a visit to Germany. The proposed visit will be to Traben-Trarbach in the Moselle Valley in South West Germany and will take place from Monday 14 June - Friday 18 June 2010.

The visit is subject to sufficient funds being available and therefore the suggested voluntary contribution is £320.00, payable in instalments as follows:

Friday 12 February	-	£50.00 (non-refundable deposit)
Friday 26 February	-	£90.00
Friday 26 March	-	£90.00
Friday 23 April	-	£90.00

The cost includes coach and the channel crossing, excursions to Trier, Cochem and Luxembourg, all entrance tickets, accommodation and full-board. The visit has two aims, to provide students with the opportunity to speak German and to show students something of the culture of Germany. Every day, students will spend part of their time completing language assignments. In the evenings there will be a quiz, mini-golf and bowling.

Accommodation will be in the Youth Hostel at Traben-Trarbach. Students will sleep in 4-bed rooms, each with en-suite facilities. The youth hostel has a common room, outdoor table-tennis and a small grassed area and sports pitches suitable for football.

If you would like your child to be considered for the visit please complete the form attached and return it with a non-refundable deposit of £50 to the Finance Office by Friday 12 February 2010. (Cheques should be made payable to 'Denefield School'). Places will be allocated on a 'first come, first served' basis.

**Please note that all students must have their own passport, valid at least until 18 December 2010.**

If difficulties with payment arise, or any other situation that could affect your son/daughters' participation in this visit please do not hesitate to contact me at school.

Please note that Friday 18 June is Academic Review Day at Denefield. Students participating in this visit will not, unfortunately, be back from Germany in time to join their parents for the Review Day appointment. It is hoped, however, that parents will still attend to discuss their child's progress with the tutor.

If you have any queries about the visit, please contact me at school.

Yours sincerely

Mrs H Majorossy  
Leading Teacher, Languages



Specialist Schools  
and Academies Trust  
THE SCHOOLS NETWORK™



**Year 8 Residential Visit to Germany ~ 14-18 June 2010**

Name of student (as it appears on their passport): \_\_\_\_\_

Tutor group: \_\_\_\_\_

I would like my son/daughter to participate in the proposed voluntary visit and I am willing to contribute the suggested amount of £320.00, 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: \_\_\_\_\_



## 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 (10.30 – 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 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? \_\_\_\_\_

\_\_\_\_\_

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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: \_\_\_\_\_