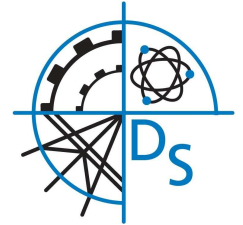


Denefield School

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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January 2012

Dear Parent/Carer

Year 8 Residential Visit to Germany, 25 - 29 June 2012

Following the success of last year's programme, we are pleased to offer Year 8 students studying German another opportunity to participate in a residential visit to the Moselle Valley in South West Germany. We will once again be staying in Traben-Trarbach and this year's visit will take place from Monday 25 to Friday 29 June 2012.

The visit is subject to sufficient funds being available and therefore the suggested voluntary contribution is £352.00, payable in instalments as follows:

Monday 16 January 2012	-	£50.00 (non-refundable deposit)
Monday 20 February 2012	-	£101.00
Monday 19 March 2012	-	£101.00
Friday 20 April 2012	-	£100.00

The cost includes coach and the channel crossing, excursions to Trier, Cochem and Bernkastel, 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 mix of sport and language activities at the hostel.

Accommodation will be in the Youth Hostel at Traben-Trarbach. Students will sleep in 4-bedded 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 Monday 16 January. (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 29 December 2012.

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 trip. I sincerely hope that this action will not be necessary, as we know how much our students benefit from language trips abroad.



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If difficulties with payment arise, or any other situation that could affect your son/daughters' participation in this visit, it is extremely important that you notify me immediately. Cancellation charges will apply.

This is a wonderful opportunity for your child to use the German learned in the classroom 'for real' and to experience German culture first-hand in a very beautiful region of Germany. Students who have been abroad always return really motivated to continue their language studies. We hope that you will give your child the opportunity to take part in this exciting visit.

I will be holding a meeting for parents in May 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

Yours sincerely

A handwritten signature in black ink, appearing to read 'N. Robinson'.

Mrs N Robinson
Curriculum Area Leader, MFL



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:

Year 8 Residential Visit to Germany, 25 - 29 June 2012

and consent to my child, named above, participating. I am willing to contribute the suggested amount of £352.00, 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: _____