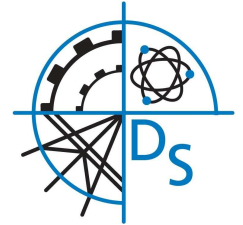


# Denefield School

*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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8 November 2011

Dear Parent/Carer

**Long Lane Primary School, Monday 19 December 2011**

The Music Department proposes to organise a visit to perform at Long Lane Primary School on Monday 19 December 2011.

We perform there every year and it always proves a positive experience for students to play in front of younger pupils. We will be performing both vocal and instrumental music to encourage participation in musical activities with our partner primary schools so that students continue their interest in music through the transition from Year 6 to Year 7.

We will leave school at approximately 9.00am and plan to return by 11.00am. If you would like your son/daughter to attend, please complete the reply slip below and return it by Friday 15 December.

Yours sincerely

Mr G Upton  
**Expressive Arts, Music Department**

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**Long Lane Primary School, Monday 19 December 2011**

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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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: \_\_\_\_\_ 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: \_\_\_\_\_