

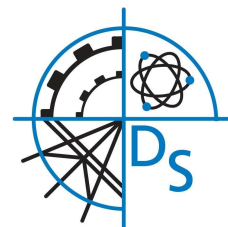
Denefield School

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\2011-12\Y7Guernsey8-14.07.12InitialLetopa\TRYhoc
1 November 2011

Dear Parent/Carer

Year 7 visit to Guernsey, 8-14 July 2012

I am pleased to be able to invite all Year 7 students to participate in the annual visit to Guernsey. The present Year 8 completed a highly successful and enjoyable week camping in Guernsey during July, at the end of their first year at Denefield. Students completed a programme of work which contributed to the programmes of study prescribed by the National Curriculum. In addition to this, they all gained from the experience of living and working together away from home. This is an ideal opportunity for students and staff to get to know each other in a different environment. The benefits of this are enjoyed throughout the students' time at school. Subject to there being sufficient funds to cover the costs, we are planning to organise a similar camp for Year 7 in Guernsey in the summer term 2012.

DATES: Provisionally, Sunday 8 July – Saturday 14 July depending upon ferry bookings which cannot be confirmed until the New Year.

PLACE: Scout Campsite, Guernsey

TRAVEL: Coach – Ferry – Coach

ACCOMMODATION: Tents

STAFF: Staff will be appointed from the Year 7 tutors and staff experienced in past Guernsey trips.

ACTIVITIES: Coastal walk, island tours and team building activities on the campsite.
Visits to Castle Cornet, German Underground Hospital, Guernsey Museum, Occupation Museum, Herm, Craft Centre, Shipwreck Museum and sites of historical interest.

PREPARATION: Projects and topics connected with the visit will take place prior to the group's departure. Further work will be carried out during and after the visit.

COST: The suggested contribution towards the cost is £280.00, to cover all expenses and pocket money.



Specialist Schools
and Academies Trust
THE SCHOOLS NETWORK™



PAYMENT: Applications for the visit should be made on the accompanying Parental Consent and Medical Form which should be completed and returned to the Finance Office by Monday 14 November together with a deposit payment of £70.00. The deposit is used to confirm bookings of transport and venues and is non-returnable to us; **hence we are unable to return it to you should you cancel.** The balance should be paid to the Finance Office in seven monthly instalments. A receipt will be issued for each payment. Please keep these receipts together with the list of payment dates for your own records as no payment card will be issued.

PAYMENT PLAN: The payment dates are as follows:-

Monday 14 November 2011	£70.00 (deposit)
Monday 5 December 2011	£30.00
Monday 9 January 2012	£30.00
Monday 6 February 2012	£30.00
Monday 5 March 2012	£30.00
Tuesday 17 April 2012	£30.00
Tuesday 18 May 2012	£30.00
Monday 11 June 2012	£30.00
TOTAL	£280.00

Please note that in compliance with 1988 Education Act, parents who wish to enrol their child for this visit are reminded that all contributions are made on a voluntary basis. However, if insufficient voluntary contributions are made then the visit cannot take place. You should contact me 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 in this visit.

If you require any further information please contact me via the school telephone number or by e-mail, try@denefield.org.uk.

Yours sincerely



Miss A Traynor
Visit Leader



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 – 12.40pm). 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: _____

Address: _____

NHS number: (if known) _____ Date of birth: _____

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

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: _____