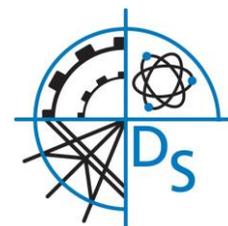


# Denefield School

*Enabling potential, expecting the best*

Long Lane, Tilehurst, Reading, RG31 6XY  
www.denefield.org.uk Tel: 0118 9413458

**Headteacher: Miss L A Dawe BEd (Hons) NPQH**



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24 March 2017

Dear Parent/Carer

## **Costa Brava, Spain football and netball tour, May 2018**

Your son/daughter is invited to take part in a fantastic opportunity. Subject to there being sufficient funds to cover the cost, during the half term week from Monday 28 May to Friday 1 June 2018, we will be taking a group of students to the Costa Brava, Spain, on a football and netball tour. On the tour students will receive two training sessions (football by West Ham United coaches and netball by England Netball regional development officers), compete in a two day competition in football and netball, visit the Nou Camp Stadium, a water park and spend some time in Barcelona before departing. Students will also have an evening at a disco in Lloret de Mar.

**Accommodation:** 3 or 4\* hotel in the Costa Brava (TBC)

**Meal Plan:** Half board

**Travel & Transport:** Coaches and flights

**Staff:** The Physical Education Department will be accompanying the visit plus additional members of Denefield staff to ensure we have a ratio of 1:10.

This activity has been arranged for those who have been working hard in Physical Education this year as a reward for their commitment. The cost for the visit will be £647.00 per person which includes all transport, full sports insurance, personalised tour kit and all of the activities listed above.

All boys will play football. Girls will need to decide if they would prefer to play football or netball and indicate this on their parental consent and medical form.

If you would like your son/daughter to take part in this visit, please complete the attached parental consent and medical form and return it to the Finance Office by 11.00am on Friday 9 June. **Do not include payment at this stage.** Due to the expected large number of applications, students will be selected via a ballot. There are 90 student places available for this visit at present. You will be notified by Wednesday 14 June as to whether your child has been successful or not. Any students that are unsuccessful will be placed on the reserve list. If your child is successful, you will need to pay a deposit of £150 by Friday 30 June 2017.

**Payment:** Where possible, payments should be made via Tucasi, the school's online payment system. If you have not yet set up your account please contact reception to obtain your login details. Alternatively if you wish to make your payment by cheque or cash, this should be submitted to the Finance Office; cheques should be made payable to Denefield School.

**PAYMENT PLAN:** The payment dates are as follows:

1.	Friday 30 June 2017	£150.00 (non refundable deposit)
2.	Friday 29 September 2017	£71.00
3.	Friday 20 October 2017	£71.00
4.	Thursday 30 November 2017	£71.00
5.	Monday 18 December 2017	£71.00
6.	Wednesday 31 January 2018	£71.00
7.	Wednesday 28 February 2018	£71.00
8.	Friday 30 March 2018	£71.00

**TOTAL** **£647.00**

If your child registers for the visit and is then unable to attend, for whatever reason other than a medical reason or a genuine emergency (which would be covered by insurance), we will be unable to refund the cost to you after the school has taken the decision to proceed with the arrangements. The deadline for withdrawal is Friday 30 June 2017. Please be aware that the tour company operates the following policy on cancellation charges for which you would be liable:

**Period before departure date - cancellation charge as % of total tour cost**

Before 84 days – deposit plus any additional payments

83-56 days - 50% plus any non-refundable flight costs

55-29 days - 75% plus any non-refundable flight costs

29-0 days - 100% plus any non-refundable flight costs

Financial support is available to parents of children who are in receipt of Free School Meals or who have been entitled to them in the last six years: please see the school's website for further details. The information can be found under 'Financial Assistance for Visits' at the foot of the home page. Alternatively, contact student reception for a hard copy of the application form.

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 educational visits.

If you require any further information please contact me via the school telephone number or by email: [jwr@denefield.org.uk](mailto:jwr@denefield.org.uk).

Yours sincerely

Mr J Webster  
**Standards Leader for PE and Health**



## Making payments for school visits

Paying in money for school visits:

1. Electronic payments can be made via the Tucasi online payment system accessed through the school website. If you require your access details to be re-sent please contact the Finance Office.
2. Students may pay in cheques or cash to the finance office. The office is open at break and lunchtimes every day (10.40am – 11.00am, 1.00pm – 1.40pm). Payments cannot be accepted outside these times.

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.

Alternatively parents/carers may send cheques via the post. Envelopes should be addressed to:

The Finance Office (visits)  
Denefield School  
Long Lane  
Tilehurst  
Reading  
RG31 6XY

Receipts will be issued to students for all payments received.

## Student conduct on field trips/school visits

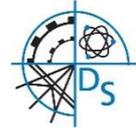
Students are expected to behave appropriately and within the guidelines laid down by the responsible member(s) of staff. The staff are acting *in loco parentis* and impose clear and fair rules upon the students in order to achieve a safe environment for all.

Students must:

- obey any rules or instructions given by staff and act in a careful and responsible manner
- follow any safety procedures explained to them
- report to members of staff at the required times. If students are to be allowed to spend some time without direct supervision by staff, then the time period will be short and students will check in at a regular time and place. Older students may be allowed a longer interval between reporting times. All students will be made aware of where and when to report.
- on a residential visit, 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.
- behave in a way that does not disturb other people. This may require quiet, sensible behaviour when stipulated.
- behave in a way that does not endanger themselves or any others.

We politely request that disturbance for our neighbours is minimised when parents/carers are dropping off or picking up students outside of core school hours.

**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/food allergies? \_\_\_\_\_

\_\_\_\_\_

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**Statement**

I acknowledge receipt of the information regarding the proposed visit/activity stated below:

**Costa Brava, Spain football and netball tour, May 2018**

and consent to my child, named above, participating. I am willing to make the suggested contribution of £647.00, as per the payment methods overleaf.

My intended method of payment is:  cash/cheque  online

*Girls only* – I would prefer to play:  football  netball

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: \_\_\_\_\_