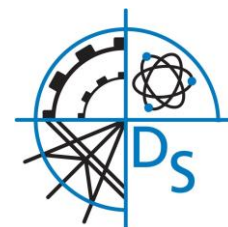


Denefield School

Enabling potential, expecting the best

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

Headteacher: Mrs L A Hillyard BEd (Hons) NPQH



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October 2017

Dear Parent/Carer

Year 7 residential visit to Crickhowell, Monday 9 - Friday 13 July 2018

You may be aware that, for many years, students have had the opportunity to take part in a residential visit towards the end of their first year at Denefield.

I am pleased to be able to invite all Year 7 students to participate in an outdoor education visit to Crickhowell in the Brecon Beacons National Park. During the week students will sleep under canvas and will complete a programme of fun and challenging activities such as rock climbing, abseiling, archery, kayaking/canoeing, mountain walking and navigation. Students will also visit the Big Pit National Coal Mine Museum at Blaenavon where they will be lowered 90 metres down the mineshaft for the famous underground tour.

All the activities are designed to promote teamwork and to develop the character of each student as an individual. Students will learn the value of working together as well as building their own confidence and self-esteem. The programme is very active and students will need to be prepared for an extremely physical week. The camp will be split into teams and students will compete together in various challenges as well as assisting in preparing and cooking some of the meals for their group.

This visit will be an invaluable experience for each student and one they will remember for a long time.

- DATES:** Monday 9 July to Friday 13 July 2018
- PLACE:** Park Farm Campsite, Crickhowell, Brecon Beacons
- TRAVEL:** Coach
- ACCOMODATION:** Tents
- STAFF:** Staff will be appointed from the House teams and staff experienced in past residential visits.
- ACTIVITIES:** Rock climbing, abseiling, archery, kayaking/canoeing on the Brecon Canal, mountain walking and navigation, Big Pit tour, bush tucker trials, problem solving, campfires and sports.
- COST:** The suggested contribution towards the cost is £298.00 to cover all expenses except pocket money.

If you would like your son/daughter to take part, please complete the attached parental consent and medical form and return it to the Finance Office by 11.00am on Wednesday 22 November 2017. **Do not include payment at this stage.**

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. We will contact you by Wednesday 29 November to confirm that your child has secured a place on the visit and ask you to make your electronic deposit payment of £35.00 by midnight on Monday 4 December. Alternatively if you wish to make your payment by cheque or cash, this should be submitted by Monday 4 December to the Finance Office; cheques should be made payable to Deneffield School.

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 can be paid, in full or by instalments, either to the Finance Office or online. If paying to the Finance Office, 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:	Monday 4 December 2017	£35.00 (non-refundable deposit)
	Wednesday 31 January 2018	£43.00
	Wednesday 28 February 2018	£44.00
	Friday 30 March 2018	£44.00
	Friday 27 April 2018	£44.00
	Friday 25 May 2018	£44.00
	Friday 29 June 2018	£44.00
	TOTAL	£298.00

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.

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 your child registers for the visit and is then unable to attend, for whatever reason, 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 4 December 2017.

If you require any further information please contact me via the school telephone number or by email: pgs@denefield.org.uk.

Yours sincerely

Mr P Gibbs
PE Teacher – Visit Leader



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? _____

Statement

I acknowledge receipt of the information regarding the proposed visit/activity stated below:
Year 7 residential visit to Crickhowell, Monday 9 - Friday 13 July 2018
and consent to my child, named above, participating. I am willing to make the suggested contribution of £298.00, as per the payment methods overleaf.

My intended method of payment is: Online Cash/cheque

I will be applying for financial assistance (further details and an application form are available on our website or via student reception).

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: _____