

G\SA\Trips\09-10\ExpArtFlorenceInitialLetoparSep09NCH-nay

2 October 2009

Dear Parent/Carer

**Art Department study visit to Florence, Saturday 13 – Wednesday 17 February 2010**

Subject to there being sufficient funds to cover the cost, we propose to organise a study visit to Florence and Siena in February 2010. The trip will be for five days and four nights. I will be leading the visit along with Miss Traynor and Miss Bryan. We feel that this is an excellent opportunity for our young artists to experience some of the world's most beautiful and exciting art and architecture at first hand.

The trip is designed to support your son/daughter's studies in AS/A2 and BTEC Art & Design. The visit would also benefit students studying GCSE Art & Design. Each day, students will undertake a programme of activities incorporating gallery visits, drawing and information gathering. All work produced on the trip will form part of your son/daughter's coursework submission at the end of the academic year.

At the time of writing the total cost of the trip will be £505.00. There may be a small variation in this price depending on the number of students taking part in the visit. 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/daughter's participation in this visit.

The price of the trip includes the following:

- Return flights from Gatwick or Stanstead to Pisa
- Return airport transfers UK
- Return airport transfers Italy
- Airport departure tax
- 4 nights B & B accommodation in central Florence
- A day trip to San Gimignano and Siena
- Entrance to museums and galleries
- Travel insurance
- 4 evening meals
- A Florence sketchpad

Your son/daughter will require a little money each day to pay for lunch and soft drinks.

If you would like your son/daughter to attend please complete the slip overleaf and return it by Wednesday 4 November, together with the deposit of £155.00 (Cheques should be made payable to 'Denefield School'). Also include a photocopy of the back two pages of your son/daughter's current passport.

The outstanding balance of £350.00 is due on Friday 8 January 2010. Places on the visit will be allocated on a 'first come, first served' basis.

A place on this study visit is dependent on good behaviour in school.

Yours sincerely

Mr J Nicholls  
**Curriculum Leader, Expressive Arts**

**Art department study visit to Florence, Saturday 13 – Wednesday 17 February 2010**

Student's Name \_\_\_\_\_ Tutor Group: \_\_\_\_\_

I would/would not like my son/daughter to participate in the proposed voluntary trip and I am willing to contribute the suggested amount of £505.00, as per the payment methods overleaf.

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

I enclose the suggested deposit of £155.00

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: \_\_\_\_\_

## **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 students.

- 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 trip 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 TRIPS**

Due to changes in the administration of school visits, staff running trips will no longer be able to collect money from students themselves. There are now two ways of paying in money for school trips:

1. Parents/guardians send cheques via the post. This is the recommended method of payment. Envelopes should be addressed to:

The Finance Office (trips)  
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 trip 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 (10.45 – 11.00 a.m., 12.05 – 12.20 p.m. and 1.30 – 1.50 p.m.). 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 or Guardian

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 please 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 No: (if known) \_\_\_\_\_

Telephone Numbers at which parents 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: \_\_\_\_\_