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October 2009

Dear Parent/Carer

ISLE OF WIGHT 2010

As you may be aware, 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. The experience provided the opportunity for students to complete a variety of tasks and activities which contributed to the programmes of study prescribed by the National Curriculum. In addition to this they all benefited greatly from the experience of living and working together away from home. In our view this residential trip provides an ideal opportunity for students and staff to get to know each other in a different way. 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 camping trip for Year 7 on the Isle of Wight in the Summer Term 2010.

- DATES:** Provisionally Sunday 11 July - Saturday 17 July depending upon ferry bookings which cannot be confirmed until the New Year.
- PLACE:** Corf Scout Campsite, Isle of Wight
- TRAVEL:** Coach - Ferry - Coach
- ACCOMMODATION:** Tents
- STAFF:** Staff will be appointed from the Year 7 tutors and staff experienced in past residential camping trips.
- ACTIVITIES:** Coastal walk and island tours.
Visits to: Island Zoo, historical sites, museum and craft centres.
Outdoor activities.
- 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 £250, to cover all expenses except pocket money.
- 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 **Friday 13 November 2009** with a deposit payment of £65. 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 six 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.

PAYMENTS:

The payment dates are as follows:-

Friday 13 November	£65
Monday 7 December	£35
Monday 11 January	£30
Monday 8 February	£30
Monday 8 March	£30
Tuesday 20 April	£30
Monday 10 May	£30

TOTAL **£250**

Monday 7 June £30 Pocket money

Please note that in compliance with 1988 Education Act, parents who wish to enrol their child for this course 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 the visit leader 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 Miss Hannis who will be happy to answer your queries.

Yours sincerely

Miss J E Hannis
Course Organiser

Mr R Toms
Course Organiser

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: _____ Tutor Group _____ 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? _____

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: _____