



# BURSCOUGH PRIORY ACADEMY

Burscough Priory Academy,  
Trevor Road,  
Burscough,  
Lancashire L40 7RZ

Telephone: 01704 893259

Email: [enquiries@burscoughprioryacademy.org](mailto:enquiries@burscoughprioryacademy.org)

Website: [www.burscoughprioryacademy.org](http://www.burscoughprioryacademy.org)

Executive Headteacher: Mrs L. A. Gwinnett

Ref: 3365 ARI

06 February 2022

Dear Parent,

## Swimming Gala 2023

Your child has been chosen to represent Burscough Priory Academy in the Annual West Lancashire District Swimming Gala taking place at Wigan Life Centre, on **Wednesday 8 February 2023, 6.00pm-9.00pm**. There will be a coach for the selected students who need to arrive at the turning circle for no later than 4:30pm and returning at approximately 9:45pm.

Please return the below reply slip to the school office **as soon as possible** to confirm your child's participation.

Students will need full swimming kit, goggles, towel, a drink and any snacks. They may also want to wear shorts and a t-shirt on the pool side in between events to keep warm. I will need to select other pupils if for any reason your child cannot attend so please can you return the slips as quickly as possible?

May I take this opportunity to congratulate your child on being selected to represent the school in this event.

Yours faithfully,

*A Rimmer*

Mr A Rimmer  
Teacher of Physical Education



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## **Educational Visits / Trips Terms and Conditions**

### **Payments (if applicable)**

All payments are non-refundable. If a student decides not to participate in a reserved visit / trip, cancellation will only be accepted in writing from the parent/carer. The Academy will endeavour to fill places that become available with a suitable replacement but this cannot be guaranteed. If there are insufficient numbers for a trip to go ahead then the trip will be cancelled.

Deposits collected for visits are done so according to the tour operator or booking agencies regulations and are therefore non-refundable in most cases. The terms and conditions of the Tour Operator or Agent will apply. In the event of the trip being oversubscribed, we will allocate places on a "first come, first served" basis.

All visits based on particular curriculum subjects and necessary to follow the course are funded on a voluntary contributions' basis. These contributions are required in order for trips to run. If you have financial difficulties, please do not hesitate to contact the school to discuss further. Any visit deemed to be a reward trip or not essential to following the curriculum has to be paid for in full.

### **How to make Online Payments**

Please log into your account and select the trip and enter the amount due. Add the trip to the basket, click proceed to basket, then checkout. At checkout you can view your details and then click process payment.

You are then directed to the secure payment page where you can enter your debit card details and make payment

### **Behaviour**

All students must adhere to the Academy's Behaviour and Rewards Policy (available on the website). If members of staff have prior concerns about the behaviour of a student or they have been excluded or in the PDC, the Academy reserve the right to exclude or withdraw them from the trip and payments will not be refundable. In the event of a serious behavioural incident, appropriate sanctions will be implemented. It is possible that we may feel it necessary to send a child home. In this unlikely event, parents/carers will be wholly responsible for the financial implications. If students are not required to wear their school uniform, please ensure that appropriate clothing and outerwear is worn for the visit.

### **Consent**

If a completed permission slip and payment (if required) has not been received by the due date the student will not be able to participate on the educational visit or trip. Handwritten notes/letters or verbal consent will not be accepted.

You may also email your consent and medical form to [enquires@burscoughprioryacademy.org](mailto:enquires@burscoughprioryacademy.org) Please note for security purposes only a recognised email address from our Management Information System will be used to acknowledge your consent or refusal. The email must confirm any changes to the medical and emergency contact information.

### **Transport Arrangements for Visits Returning out of School Hours**

If the trip returns to school after the end of the school day, students will not be able to use the normal school bus service and will need to arrange their own transport arrangements to get home.

When collecting students from school please park in the car park at the rear of school and not in the front layby.

### **Insurance and Risk Assessments**

Copies of Risk Assessments are available from school. Please note that visits and trips are covered by the Academy's Travel & Personal Accident Insurance. If you feel that you require additional insurance you will need to make separate arrangements.



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## BURSCOUGH PRIORY ACADEMY - PARENTAL/CARER PERMISSION SLIP

Please return to the school office **as soon as possible please**

Name of Student: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

**Educational Visit to:** Annual West Lancashire District Swimming Gala

**Date and time:** Wednesday 8 February 2023, 4.30pm – 9.45pm approximately.

I permit my child to participate in the above educational visit.

Please tick and complete (if relevant) one of the following:

I confirm that there is no change to the medical and/or emergency contact information since the last time this was provided to the school.

There has been a change to the medical and/or emergency contact information since the last time this was provided to the school. Please note details below. Also, please indicate if your child is diabetic or asthmatic and if they will have their inhaler with them.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent/Carer Signature:** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_