

Medical & Information Form

This form must be completed and signed by the parent or carer, and returned to school prior by Friday the 3rd December 2021. Please complete this form using block capital letters and deleting as appropriate.

Pupil name:			
Event:	Ski Trip to Andorra		
Dates of trip from:	25/02/2022	To:	05/03/2022

Emergency contact 1:		Relationship to participant:	
Phone (daytime):		Mobile:	

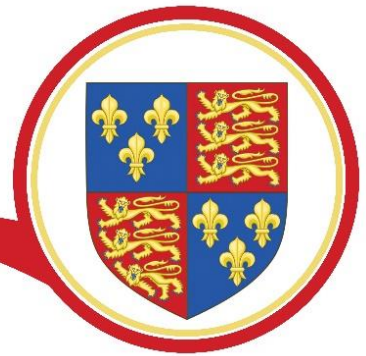
Emergency contact 2:		Relationship to participant:	
Phone (daytime)		Mobile:	

Dietary requirements:		
COVID-19 Vaccination:	Yes	No

Please give details of any medical conditions, allergies, disabilities or special needs e.g. diabetes, asthma etc:

Please give details of any current medical treatment, including medication:

Student mobile phone number:		
Which 2 people would you most like to share a room with?		
Would you like us to look after your spending money?	Yes	No



PRIVACY NOTICE

The Queen Elizabeth High School is the Data Controller under data protection law and will use the information provided on this form to process your child's attendance on the Ski Trip to Andorra 2022.

The legal basis for processing this data is the school's public task to protect and safeguard the health and welfare of its students when participating in school activities; and the need to protect the vital interests of students during the trip. The contact email address for any other queries is admin@queenelizabeth.hereford.sch.uk.

In order to administer your child's attendance on this trip details of their name, age, emergency contact details, information relating to any special medical or dietary needs, passport details (i.e. passport number, issue and expiry dates, nationality and country of issue) and physical measurements (i.e. height, weight, head circumference and shoe size) will be shared with Rayburn Tours. This is to ensure that your child is safely accommodated while on the trip and any medical and dietary requirements are appropriately met.

Your data and your child's data will be kept in a secure manner in line with the School's retention policy. Details of how Rayburn Tours will process and keep your data secure can be found at <https://www.rayburntours.com/privacy-policy/>

Some of your child's information will be shared with other organisations such as the coach company, Eurotunnel, and the hotel so that they know who is travelling/staying with them in order to facilitate your child's attendance on the trip.

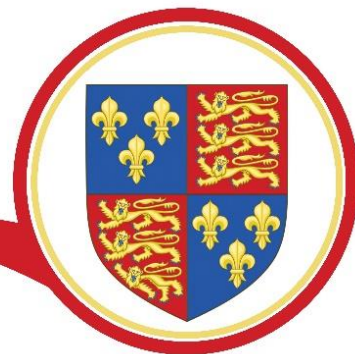
Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <https://www.qehs.co/policy-documents/other-statutory-documents/>. You can contact the school's Data Protection Officer Ms Samantha Smith at igschools@herefordshire.gov.uk 01432 260282.

To be signed by the Parent/Guardian/Carer:

Signature:

Date :



Code of Conduct for pupils on educational visits/off site options

This form must be completed and signed by the parent or carer, and returned to school prior by Friday the 4th February.

The School expects pupils will:

- ◆ Observe normal school rules
- ◆ Cooperate fully with leaders and staff at all times
- ◆ Follow instructions and abide by rules
- ◆ Fulfil any tasks or duties set prior to and during the visit
- ◆ Be punctual at all times
- ◆ Do not leave sessions/accommodation without permission
- ◆ Always return to meeting point/accommodation at agreed times
- ◆ If granted indirectly supervised time, be in groups of not less than four young people
- ◆ Avoid behaviour which might inconvenience others
- ◆ Be considerate to others at all times
- ◆ Respect all requests and requirements made by staff and accompanying adults
- ◆ Behave at all times in a manner which reflects credit on self, to the party and to the school
- ◆ *Not enter* the *room* of another *student* without proper authorisation (same sex rooms – no boys in girls' rooms and vice versa)
- ◆ Abide by the laws, rules and regulations of the places visited
- ◆ Not purchase or consume alcohol, tobacco products, e-cigarettes or other substances, or purchase dangerous articles such as explosives or knives
- ◆ If in doubt, on any matter, consult with staff
- ◆ Accept that pupils failing to comply with this code of conduct may: 1) be withdrawn from activities (including skiing and evening entertainment), 2) lose access to their mobile phone, and in extreme circumstances 3) require collection from the resort at the expense of parents/carers.

I have read and accept all the terms set out in the code of conduct.

Student:

Form:

Signature of Student:

Date :

- I agree to my son/daughter taking part in the specified ski trip with Queen Elizabeth High School.
- I understand and agree to the supervision arrangements as far as has been reasonably set out in the information received.
- I agree that she/he is fit enough to take part in the activities and understand that a ski trip may be physically and emotionally demanding.
- I acknowledge the need for responsible behaviour on his/her part and agree to the above code of conduct.
- I undertake to inform staff as soon as possible of any change in the information provided between the date this form was signed and the end of the specified trip.
- I understand that the participant is responsible for the safe custody of their personal belongings and that the school cannot be held responsible for replacing any such personal belongings that are lost damaged or stolen or for compensation of any kind.

To be signed by the Parent/Guardian/Carer:

Signature:

Date :