



Please keep this part of the letter with terms & conditions for reference

Friday 8th November 2019

Dear Parent,

Year 10 – Battlefields Study Tour – Belgium & France

I am writing to offer your son/daughter the opportunity to visit the World War 1 Battlefields in Belgium and France. The group will depart from school on Monday 6th July and return to school on Thursday 9th July 2020. The main purpose of the trip is to enrich students understanding of the First World War and so their understanding of the world in which we live today.

The cost of the visit will be £480, with an initial non-refundable deposit of £120 to be paid by Friday 22nd November 2019. If we do not have enough participants, unfortunately this trip will have to be cancelled. In the event of the trip being oversubscribed, we will allocate places on a first come, first served basis.

Please note that there are only 40 places for this visit. Any parents experiencing financial difficulty should contact the school.

Further non-refundable payments will then be required on or before the following dates:

£120 – Friday 31st January 2020

£120 – Friday 28th February 2020

£120 – Friday 27th March 2020.

Included in the cost for this visit is

- 3 nights bed and breakfast accommodation.
- All meals starting with an evening meal on day 1 until packed lunch on the last day.
- Other activities including visiting; Hyde Park Corner, Bayernwald trench system, Railway Dugouts Burial Ground, Suken Lane ‘Battle of the Somme’, Vimmy Ridge, Pres and the Menin Gate and more which we will outline on the official itinerary.
- Tour Guide for the duration of the trip.
- Travel insurance.

We will be travelling by coach from school via ferry to Ypres and Anglia Tours will be the tour provider. Copies of written risk assessments will be available from school.

I will be the visit leader for the visit and will be accompanied by four members of staff.

Date: Monday 6th July – Thursday 9th July 2020

Time: Depart from School on Monday 6th July at 05:00 hrs and return to school Thursday 9th July 23:00 hrs. Times are approx. To be confirmed at a later date.

Cost: £480 per student

Lunch: included in the cost

Spends: to be advised at a later meeting

Clothing: Students are not required to wear their school uniform but should wear appropriate clothing with appropriate outerwear

Outstanding education at the heart of the community

Expectations: As representatives of Tarleton Academy, students shall behave in a polite and considerate manner at all times in accordance with the Academy Behaviour Policy. The decisions and instructions of staff must be entirely respected and followed at all times.

Medical: Details of how medication will be collected and carried will be communicated to parents prior to trip departure.

You will receive an email through evolve with all the details for the Battle Field Trip. Please read through and complete the permission slip to confirm your consent for your child to attend this trip and make payment through the online payment. Please complete the attached permission slip for your child and hand it into Mr Gwinnett by Friday 22nd November 2019.

If you have any questions, please do not hesitate to contact me at the school on 01772 812644.

If a completed permission slip or email (see terms and conditions) has not been received by the due date your child will not be able to participate on this educational visit. Payment should be made through the online payment system. Further details on the online payment system can be found in Terms and Conditions overleaf. If you have any questions, please do not hesitate to contact me at the school on 01772 812644

Yours faithfully

Mr R Gwinnett

Mr R Gwinnett
Visit Leader

Educational Visits / Trips Terms and Conditions

Payments

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 academytrips@tarletonacademy.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 this visit is not covered by the Academy's Travel & Personal Accident Insurance, however insurance is included with the cost of the trip. If you feel that you require additional insurance, you will need to make separate arrangements.

Residential

Prior to the trip a Behaviour Contract will need to be agreed to and signed by the parent/carer, the student and the trip leader.

For foreign trips, all students will require a valid passport and a valid "European Health Insurance Card" (EHIC), which is free and available by ringing 0845 606 2030 or online at www.ehic.org.uk.

For non UK Passport Holders it is the parent's responsibility to ensure that students have all relevant documentation (including visas where applicable) to allow them to travel to the intended destination and to return to the UK.

NOTE

Some trips may require passports to be valid for 6 months before the departure date. This will be confirmed in the letter prior to issue.

**TARLETON ACADEMY
PARENTAL/CARER PERMISSION SLIP**

*Please return this form to Mr R Gwinnett
by Friday 22nd November 2019 at the latest*

Name of Student: _____ **Tutor Group** _____

Educational Visit to: **Battlefields Study Tour**

Date and time: Monday 6th July 2020 to Thursday 9th July 2020.

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:

- I have made payment for the visit via the online payment system

Parent/Carer Signature: _____

Print Name: _____