



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

Dear Parent,

Friday 8th November 2019

Year 8 Residential Plas Menai National Outdoor Centre, Wales 6th – 10th July 2020

I am writing to offer your son/daughter the opportunity to visit the Plas Menai Centre for a Multi Activity Week. The 5 day and 4 night residential trip will be a great opportunity to challenge and develop students from both Tarleton Academy and Wellfield High School and to experience a wide range of outdoor and adventurous, team and character building activities all in the beautiful setting of the Menai Straights on the edge of the Snowdonia National Park. All the details can be seen on the centre's website:

www.plasmenai.co.uk.

Last year the students were given the chance to take on a range of different activities that included sailing, kayaking, mountain biking and climbing. Never before had we offered such an incredible opportunity for students to discover their capacity to tackle a challenge. It was a wonderful setting to see students operate outside of their comfort zone and we are very pleased to offer our year 8's this exciting experience.

The students will travel by coach to the centre on the morning of Monday 6th July 2020 and return in the afternoon of Friday 10th July 2020. We see the week as an important part of the school calendar as it challenges our young people on both an individual and group level. It will be a great way to conclude their first two years at Tarleton and help to further develop friendships and characters as they prepare for the challenge of Year 9, 10 and 11.

The cost of the trip will be £450. This will include all food at the centre, accommodation and travel as well as activities with trained specialist instructors. **There are 30 places on this trip and they will be offered on a first come, first served basis.** The initial non-refundable deposit of £150 should be made by Friday 22nd November 2019. Any parents experiencing financial difficulty should contact the school.

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

£100 – Friday 31st January 2020

£100 – Friday 28th February 2020

£100 – Friday 27th March 2020

- Date:** Monday 6th – Friday 10th July 2020
Time: leave school at 9.15 am on Monday 6th July and return to school at approx. 3.00 pm on Friday 10th July
Cost: £450
Lunch: Included in the cost of the trip
Spends: To be advised at a later meeting
Clothing: Students are not required to wear their school uniform but should have appropriate clothing and appropriate outerwear. Further details will be given at a later meeting.
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.

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Medical

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

You will receive an email through evolve with all the details for the Plas Menai 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 system. 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

J Portas

Miss J Portas
Visit Leader

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Mrs. L. A. Gwinnett, Executive Headteacher Tarleton Academy, Hesketh Lane, Tarleton, Preston, Lancashire PR4 6AQ
General Office: (01772) 812644 Email: enquiries@tarletonacademy.org www.tarletonacademy.org

Endeavour Learning Trust

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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

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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.

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.

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**TARLETON ACADEMY
PARENTAL PERMISSION SLIP**

*Please return this form to Miss J Portas
By Friday 22nd November 2019 at the latest*

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

Educational Visit to: Plas Menai National Outdoor Centre, Wales

Date and time: Monday 6th to Friday 10th July 2019

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: _____

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