



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

11th November 2019

Dear Parent,

Year 9 Trip to London – Study Tour

I am writing to offer your son/daughter the opportunity to visit London from 6th – 8th July 2020. The main purpose of the trip is to enrich students' contextual understanding of aspects of their English course such as Victorian London, WWI poetry and Shakespearean England. We also seek to broaden students' social, artistic and political understanding of British culture.

We will be travelling by train from Preston. Times will be advised when we confirm. IBT will be the tour provider. (Copies of risk assessments will be available from school if requested.)

The cost of this visit will be £360, 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. To potentially guard against that, this trip is being run in conjunction with Tarleton Academy and may well include students and staff from both schools. 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 30 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 20th December 2019

£120 – Friday 17th January 2020

Included in the cost for this visit is

- 2 nights' bed and breakfast in a hotel
- 2 x evening meals in restaurants
- Other activities included in the cost are visits to Houses of Parliament, British Library, London Dungeons, Tate Gallery and the Imperial War Museum.
- We are also looking at attending a show one evening, tickets to be booked once the trip is confirmed
- Travel insurance

Mrs Barlow from Tarleton Academy will be the visit leader on the trip and will have other members of staff accompanying her. If you require any further information, please email us at enquiries@whs.lancs.sch.uk

Wellfield High School

Yewlands Drive, Leyland, Lancashire, PR25 2TP
Telephone: 01772 421303 Term time e-mail: enquiries@whs.lancs.sch.uk
www.whs.lancs.sch.uk
Mrs L A Gwinnett, Executive Head
Mr S Barnard, Head of School



Key Information:

Date:	Monday 6 th July – Wednesday 8 th July 2020
Time:	These will be published once train times are confirmed
Cost:	£360*
Spends:	to be advised at a later meeting
Clothing:	Students are not required to wear their school uniform but should wear appropriate clothing together with appropriate outerwear.
Expectations:	As representatives of Wellfield High School, students shall behave in a polite and considerate manner at all times in accordance with the school's 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 to be communicated to parents prior to trip departure.
Staff:	Mrs Barlow will be the visit leader, accompanied by other members of staff in line with appropriate student / staff ratios.

Please complete the attached permission slip for your child and hand it in to Mrs A Barton in the school office by Friday 22nd November 2019. 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.

If you have any questions, please do not hesitate to contact the school by phone or via the Enquiries email.

Yours sincerely,

Mr S Barnard

Head of School

Mrs C Barlow (Tarleton)

Visit Leader

**Payment should be made through the online payment system. If you have issues with your account, please contact Mrs Barton at school.*



Educational and Reward 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 school 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, bus company or booking agencies regulations and are therefore non-refundable. 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 essential to following the course are funded on a voluntary contributions basis. These contributions are required in order for trips to run. Any visit deemed to be a reward trip or not essential to following the curriculum has to be paid for in full. If you have financial difficulties please do not hesitate to contact the school to discuss further.

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 School’s Behaviour Policy (available on the website). If members of staff have serious prior concerns about the behaviour of a student or they are internally or externally excluded for either a serious incident or persistent issues, Wellfield High School reserve the right to withdraw them from the trip and payments will not be refundable. In the event of a serious behavioural incident on the trip, 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.

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 to enquires@whs.lancs.sch.uk. 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.

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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 bus service and will need to arrange their own transport arrangements to get home. For a residential trip it is essential that students are picked up to assist with luggage and to receive any feedback from staff if necessary.

Insurance and Risk Assessments

Copies of Risk Assessments are available from school.

Please note that this visit is covered by Wellfield's Risk Protection Arrangement. 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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PARENTAL/CARER PERMISSION SLIP

Please return this form to Mrs A Barton

by Friday 22nd November 2019 at the latest

Name of Student: _____ Tutor Group: _____

Residential Visit to: **London Study Tour – Year 9**

Date and time: **Monday 6th – Wednesday 8th July 2020**

I would like my child to participate in the above residential visit.

Please tick and complete (if relevant) 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 an initial deposit payment for the visit via the online payment system

Parent/Carer Signature: _____

Print Name: _____