

14th March 2018

Dear Parent/Carer

It is proposed to take an educational visit to Harewood House, as enrichment for Art and Design, which will take place on Wednesday 16th May 2018. The purpose of the visit is to enhance students' knowledge and understanding of the anatomy, shapes, colours and forms of birds to help them in their sculpture work and drawing in class.

Students will have a guided tour of the aviary and will be expected to take their own photographs and draw from first hand observation. There will also be chance to look around the house and grounds and there will be some recreational time in the adventure playground.

The coach will depart from Skipton Girls' High School at 9am on Wednesday 16th May and will return to school at 3.35pm in time for school buses home.

We would ask for a voluntary contribution to the cost of the visit of £15.40. This does not include personal spending money or refreshments. Students need to be in suitable **non uniform** and bring a packed lunch, waterproof coat, and comfortable sturdy shoes. We would also ask that students bring a camera, (camera on phone will be sufficient) their sketchbook and a pencil. Mobile phones are permitted. **Please ensure your child is carrying any medical supplies needed eg epipen, inhaler.**

You automatically give consent for your child to take part in the visit by firstly ticking the consent box on ParentPay before entering and processing the payment amount. Please read the Code of Conduct on the reverse side of this letter and encourage your child to behave responsibly.

If insufficient numbers of students wish to go then the School reserves the right to cancel the visit.

Liability for Trip Costs on Booking:

Please note that on confirming your child's attendance on a trip or activity you may be liable for costs up to the full cost of the activity if the school has incurred the costs in booking on your child's behalf. The school cannot be liable for the cost of any late cancellations, on the basis set out below:

- On paying a deposit this will be non-returnable if at a subsequent date your child cannot attend and there is a related cost of cancellation to the school or to other students attending the event.
- Beyond initial confirmation and/or payment of a deposit you undertake to remain liable for any cancellation payments that the school in turn faces (i.e. payable to any organizations involved in delivering the activity) due to your child's withdrawal from the activity.

Please advise Student Services of any medical changes required for the Data Sheet provided at the start of the school year.

Yours faithfully
Mrs L Pitt
Teacher of Art



Skipton Girls' High School Students Code of Conduct Educational visits.

Organising staff will make every effort to ensure that each trip is an enjoyable and memorable occasion. However, pupils must appreciate that Health and Safety and Welfare issues are of overriding importance and therefore that they must observe these basic guidelines:

- Attend all pre visit meetings. Listen carefully to information about arrangement and follow instructions. If you are unclear about anything you will have been asked to do ask a member of staff – do not leave arrangements to chance
- Be punctual in meeting departure times and other deadlines and follow instructions carefully. Attend all meetings and organized meals
- Stay with the SGHS group at all times unless you are given permission to leave by the group leader
- Be considerate of others especially over issues such as noise and tidiness
- If there is an occasion when you are allowed free time you must:

Remain in groups of no less than 3

Make yourself aware of the location of supervising staff

Stay within the area outlined by the Group Leader

Under no circumstances buy tobacco, alcohol, abusive substances, or if abroad any goods which contravene British import regulations (staff will give details)

- If you feel unwell or experience any kind of problem, speak to a member of staff straight away
- Take full notice of any Transport Company rules and regulations particularly when vehicles are moving
- Dispose of litter considerately
- The use of tobacco or alcohol is not allowed on any school visit.
- Any involvement in any type of drug is totally forbidden and will have serious consequences
- Overnight accommodation. When you arrive at a centre make sure that you familiarize yourself with the following:

Location of staff rooms

Arrangements for emergency evacuation

Arrangements for cleaning and disposal of litter

The group's arrangements regarding out of bounds, permission to leave and visiting each other's rooms. A record of student behaviour will be kept.