

14<sup>th</sup> March 2018

Dear Parent/Carer

As your child has shown a keen interest in being a part of Science Club, they are invited to be part of a group of students who will take an educational visit to The University of Leeds to take part in a range of activities for Science Week. All the activities will take place on campus and are fully interactive. More information can be found on the Science Week website [www.britishtscienceweek.org](http://www.britishtscienceweek.org) This trip will take place on 28<sup>th</sup> March 2018.

The coach will depart from Skipton Girls' High School at 8.30am and will return to school at 12.45pm. We would ask for a voluntary contribution to the cost of the visit of £15, which includes the coach travel to the University. Students should bring a coat and a packed lunch. **Please ensure your child is carrying any medical supplies needed eg epipen, inhaler.**

You automatically give consent for your child to take part by ticking the consent box on ParentPay before entering and processing the payment amount. If insufficient numbers wish to go on the trip the school reserves the right to cancel the visit. Please read the code of conduct on the reverse of this letter and encourage your child to abide by it.

Liability for Trip Cost on booking:

Please note that on confirming your child's attendance on a trip activity you may be liable for costs up to the full cost of the activity if the school has incurred 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-refundable 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 cancellation payments that the school in turn faces (i.e. payable to organisations involved in delivering the activity) due to your child's withdrawal from the activity

Yours faithfully  
Miss A Phillips  
Teacher of Science



## 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.