skipton girls' high school
an engineering academy

2nd May 2018

Dear Parent/Carer

It is proposed to take an educational visit to The University of York, which will take place on 28th June 2018. The purpose of the visit is to gain experience leading young children in physical activity and accumulate volunteering hours to count towards the Sports Leaders Level 2 Qualification.

The coach will depart from Skipton Girls' High School at 7.15am and will return to school at 4pm. This will also be shared travel with Carleton Primary School.

We would ask for a voluntary contribution to the cost of the visit of £8.10, which includes return coach travel to the University of York. This does not include personal spending money and refreshments. Students will need to wear their school PE kit for the day and bring a coat and a packed lunch.

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. If insufficient numbers of students wish to go then the School reserves the right to cancel the visit. Please read the Code of Conduct on the reverse side of this letter and encourage your child to behave responsibly.

Please advise Student Services of any medical changes required for the Data Sheet provided at the start of the school year. Please make sure your child is carrying any medical supplies needed eg epipen, inhaler.

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.

Yours faithfully
Sarah Houfe

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.