

*Please retain this section of the letter for reference*

6<sup>th</sup> June 2018



**TARLETON**  
ACADEMY

FACIMUS NOSTRAE FUTURAE

Dear Parent,

**Alton Towers Theme Park Trip 2018**

I am writing to invite your child onto the end of year school trip to Alton Towers on Wednesday 18th July 2018. This is an important event in the school calendar as it develops a sense of community and is a celebration of all their hard work throughout the year. This visit is for students in school years 7 to 10.

The group will be leaving school at 8.00am and returning to school at approximately 7:30pm. Therefore, students will need to make alternative travel arrangements to and from school on that day.

I will be the Visit Leader on the trip and there will be approximately 30 other members of staff accompanying me to supervise the students, depending on the final numbers of students attending.

The cost of this trip will be £30.00 which should be made through the online payment system. Further details on the online payment system can be found in Terms and Conditions overleaf. The price covers entry to the park and travel by coach. Any parents experiencing financial difficulty should contact the school in writing before the deadline.

- Date:** Wednesday 18th July 2018  
**Cost:** £30.00  
**Time:** Depart from school at 8:00am and return to school at 7:30pm  
**Clothing:** Students can wear their own appropriate clothing for the visit  
**Lunch:** Students may bring a packed lunch and/or may need extra money to spend during the trip. Students eligible for free school meals can pre-order their lunch by Monday 16th July  
**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.

**Please complete the permission slip attached to this letter for your child and hand it in to Miss Daly by Friday 22nd June 2018.** If a completed **permission slip and payment** has not been received by the due date your child will not be able to participate on this educational visit. Students not going on the trip will be expected to attend school on that day, where an alternative programme of activities will be arranged. If you would prefer to email your permission and confirm medical details, please email them to [n.daly@tarletonacademy.org](mailto:n.daly@tarletonacademy.org)

If you have any questions, please do not hesitate to contact me at the school on 01772 812644.

Yours faithfully

Visit Leader

*Outstanding education at the heart of the community*

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

Endeavour Learning Trust

Registered in England - Company Registration Number 7848372 - Vat Registration Number 125718416

## **Educational Visits / Trips Terms and Conditions**

Participation of this trip is at the discretion of the Personal Development Managers and the Senior Leadership team. 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. 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 a completed permission slip 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.

Copies of Risk Assessments are available from school upon written request.

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.

### **Online Payments**

- After logging into your account, please select the trip and enter the amount due.
- Add the trip to the basket, press proceed to basket, then checkout.
- At checkout you can view your details and then press process payment.
- You are then directed to the secure payment page where you can enter your card details and make payment.

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**TARLETON ACADEMY  
PARENTAL/CARER PERMISSION SLIP**

*Please return this form to Miss Daly in the PDC  
by Friday 22nd June 2018*

Name of Student.....Tutor Group.....

**Educational Visit to:** Alton Towers Theme Park Trip 2018

**Date:** Wednesday 18th July 2018

**Cost:** £30.00

**Time:** Depart from school at 8:00am and return to school at 7:30pm

**Clothing:** Students can wear their own appropriate clothing for the visit

**Lunch:** Students may bring a packed lunch and/or may need extra money to spend during the trip. Students eligible for free school meals can pre-order their lunch by Monday 16th July

**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

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 on the online system

**Parent/Carer Signature:** .....

**Print Name:** .....

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