



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

Date 22/06/2017

Dear Parent,

### Geography GCSE Fieldtrip – Marshaw Wvre and Liverpool city centre

As part of the GCSE Geography course your son/daughter is required to complete 2 fieldwork tasks. It is a requirement by the exam board that as a class we collect data and analyse it. They are then examined on their experiences from the field trips during the final Geography paper during the exam period in Year 11. It is therefore essential that your son/daughter attend.

To collect the data, the Year 10 geographers will be spending one day at Marshaw Wyre and one day in Liverpool carrying out a variety of geographical data collection techniques.

The trips will take place on **Thursday 5<sup>th</sup> July and Friday 6<sup>th</sup> July**. As this is an essential element of the curriculum we are not in a position to require a payment however we would very much appreciate a voluntary contribution of £20.00 to cover the cost of the coach, this to be paid through the online payment system. If we cannot cover the bulk of the cost of this fieldwork from the contributions we may need to resort to a less creative and less inspirational trips closer to home.

Students are not required to wear their school uniform; however appropriate clothing must be worn along with sturdy footwear. The weather forecast will be assessed nearer to the time of the visit and your son/daughter will be advised on what to bring with them accordingly. This will happen during a Geography lesson prior to the trip.

- Date:** Thursday 5<sup>th</sup> July and Friday 6<sup>th</sup> July  
**Time:** 9.00 depart-3.15 arrive back at school  
**Cost:** £20.00  
**Lunch:** Students will need to bring a packed lunch and refreshments for the visit.  
**Clothing:** Students are not required to wear their school uniform, however appropriate clothing must be worn along with sturdy footwear.  
**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.  
**Medication:** It is important that students who are on medication have this with them e.g. asthma

**Please complete the permission slip attached to this letter for your son/daughter and hand it in to Mr Henderson or Mrs Staniforth by Friday 29<sup>th</sup> June 2018.** If a completed permission slip has not been received by the due date your son/daughter will not be able to participate on this educational visit and this will be detrimental to their GCSE grade. Any parents experiencing financial difficulty should contact the school.

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

Yours faithfully

*J Henderson*

Mr Henderson,  
Visit Leader

*Outstanding education at the heart of the community*

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

### Payments (if applicable)

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 Academy 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 or booking agencies regulations and are therefore non-refundable in most cases. 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 necessary to follow the course are funded on a voluntary contributions basis. These contributions are required in order for trips to run. If you have financial difficulties please do not hesitate to contact the school to discuss further.

Any visit deemed to be a reward trip or not essential to following the curriculum has to be paid for in full.

### 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 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 and payments will not be refundable. 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 students are not required to wear their school uniform, please ensure that appropriate clothing and outerwear is worn for the visit.

### 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 and medical form to [academytrips@tarletonacademy.org](mailto:academytrips@tarletonacademy.org). 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.

### 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 school bus service and will need to arrange their own transport arrangements to get home.

When collecting students from school please park in the car park at the rear of school and not in the front layby.

### Insurance and Risk Assessments

Copies of Risk Assessments are available from school.

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.

**TARLETON ACADEMY  
PARENTAL/CARER PERMISSION SLIP**

*Please return this form to Mr Henderson or Mrs Staniforth on  
Friday 29<sup>th</sup> June 2018 (in their Geography lesson) or earlier*

**Name of Student:** \_\_\_\_\_ **Tutor Group** \_\_\_\_\_

**Educational Visit to:** Marshaw Wyre and Liverpool city centre

**Date and time:** *Thursday 5<sup>th</sup> and Friday 6<sup>th</sup> July 9.00am-3.15pm*

I permit my son/daughter to participate in the above educational visits.

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:

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I have made a voluntary contribution on the online system

I am unable to contribute to the cost of this GCSE visit

**Parent/Carer Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_