



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

Dear Parent,

9<sup>th</sup> April 2018

**Trip to Wigan Warriors v Castleford Tigers**

We have an opportunity for students to gain an insight and understanding as to how Wigan Warriors Super League Rugby Club is run and organised. This trip includes flag waving experience as the teams enter the field and watching the game.

There are facilities to purchase snacks at the ground. Any parents experiencing financial difficulty should contact the school.

I will be the trip leader for the visit and will be accompanied by additional members of staff.

**Date:** Friday 20<sup>th</sup> April 2018

**Time:** Leave school 6.00 pm and return 10.30pm

**Cost:** £13.50

**Spends:** At parent's discretion for snacks at the ground

**Transport:** School minibus

**Clothing:** Students are not required to wear their school uniform but should wear appropriate clothing and appropriate outerwear

**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 pupils who are currently on medication e.g inhalers for asthma have this with them.

**Please complete the attached permission slip for your child and hand it in to Mr P Miller by Wednesday 11<sup>th</sup> April 2018.** If a completed permission slip or email (see terms and conditions) has not been received by the due date your child will not be able to participate on this educational visit. **There are only 30 places for this trip and will be offered on a first come first served basis.**

Payment should be made through the online payment system. Further details on the online payment system can be found in Terms and Conditions overleaf.

If you have any questions, please do not hesitate to contact me at the school on 01772 812644 or email [p.miller@tarletonacademy.org](mailto:p.miller@tarletonacademy.org)

Yours faithfully

*P Miller*  
Mr P Miller  
Visit Leader

*Outstanding education at the heart of the community*

## Educational Visits / Trips Terms and Conditions

### Payments

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 P Miller  
By Wednesday 11<sup>th</sup> April 2018 at the latest*

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

**Educational Visit to:** **Wigan Warriors**

**Date and time:** Friday 20<sup>th</sup> April 2018

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:

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I have made payment for the visit via the online payment system

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

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