



Dear Parent / Carer

The Cavendish School

Geography fieldtrip Juniper Hall.

I would like to offer your son/daughter the opportunity to take part in the Juniper Hall fieldtrip that the Geography Department is organising between **Wednesday 20th September - Friday 22nd September 2017.**

As part of your son/daughters Geography A-level studies they must produce a individual investigation based on their own fieldwork experience, this makes up 20% of the overall A-Level grade. This trip will allow your son or daughter the opportunity to carry out fieldwork to collect data for this individual investigation.

The cost includes transport, food, accommodation and tuition. The total cost of the visit is £335. In order to help you with payment, the sum has been divided into three payments, which can be paid on Wisepay:

First payment:	£135	1 st March 2017 (deposit)
Second payment:	£100	1 st May 2017
Final payment:	£100	1 st September 2017

For any method of payment, the slip below must be returned to the finance office in order to reserve a place. For other payment methods please contact the Finance Office.

The attached behaviour contact will also need to be signed We shall issue further details closer to the date, so if you would like your child to take part in this trip and have read the conditions on the reverse of this letter, please complete and sign the slip below. Place the slip in an envelope, clearly marked with the trip title and the student's name and return it to **Finance (in the main school office) by Wednesday 1st March 2017.**

Yours sincerely

Mr A. Easthorpe

Teacher of Geography and Trip Organiser

Please return slip, behaviour and deposit to **Finance (in the main school office) by Wednesday 1st March 2017.**

I should like my daughter/son to take part in the Juniper Hall fieldtrip that the Geography Department is organising between **Wednesday 20th September - Friday 22nd September 2017**, and agree to make the payments on or before the given dates.

Name of student: Tutor Group:

Please tick box if you have paid using Wisepay

I have read the conditions concerning the proposed trip and agree to those conditions, relating to continued good behaviour, exclusions and refunds.

Signed:(parent) Date:

Signed(student) Date

Parental Contract for Residential School Trip

I would be grateful if you could read through the following points listed below, which relate to the proposed school trip that your child has expressed an interest in. If after reading through the conditions, you wish for your child to participate in the trip, then please ask your child to also sign the slip before returning it, with appropriate payment, to Student Services.

1) It is essential that you stick to the payment schedule outlined in the original letter as we have to make regular payments to the field center to secure the original price that the trip was offered at. The finance office WILL NOT cash the post-dated cheques until the payment date. Your child will be given a payment card which will be signed by the finance office / student services every time a payment is made, so you have a record of how much you have paid. If you miss any payment deadlines, it is vital that you contact the school finance office to explain your situation or reasons for missing the dead line. Failure to do so may put your child's place on the school trip in jeopardy.

2) If you withdraw your child from the trip for any reason, unless it is due to a legitimate reason that is covered by the insurance certificate – your child has an illness or suffers from an injury – then the payments made up to this date will not be refundable. This is due to the fact that we have to make financial payments to the Travel Company and if children are withdrawn then the school loses any payments already made, and indeed we may get charged an additional cancellation fee. In essence what I am saying to you is that if your child suddenly decides at a later date, after payments have been made, that they do not want to go on the school trip any more then the school is unable to make any refunds and parents must cover any penalty charge made by the Travel Company, to the school.

3) If your child is ill or injured and not in school, and thus unable to participate on the school trip, then in order that a refund can be made, it is essential that a medical certificate is provided covering the dates of the school trip.

4) If your child is excluded from school, due to inappropriate or dangerous behaviour, then the school reserves the right to withdraw the child from the trip

and no refund will be given. However, the school will exercise its right to use their discretion in this matter.

In essence it is absolutely crucial that you and your child clearly understand the importance of good behaviour around the school and in accordance with general school rules and the school code of conduct. The code of conduct and behaviour code is in the student planner. However, if you would like another copy, please contact the school, via Student Services and they will be happy to provide one.

There is an enormous amount of responsibility placed upon myself and the other staff accompanying the school trip, with regard to looking after ALL of the children on the trip. We need to know that they can be trusted to behave themselves in school, in familiar surroundings before we can take them to a different environment, to take part in a residential school trip. I hope that you can appreciate this and your continued support in reinforcing safe, sensible and appropriate behaviour at all times to your child would be much appreciated.