



The Cavendish School

20th September 2016

Ref: ALD/SEH

Dear Parents/Carers of Year 7 students

Hillingdon Outdoor Activity Centre – Thursday 20th October 2016

We would like to offer all Year 7 students a fantastic day out at Hillingdon Outdoor Activity Centre on Thursday 20th October 2016. Students will work in teams using leadership skills such as communication, organisation and initiative. The students will complete a wide range of activities throughout the day such as raft building, 'trolleys', 'human line' and 'water carry'. Part of the day involves building a raft and then attempting to sail the raft on the lake, students **must** be able to swim 10m to take part in the water based activity. If students are not water confident they can still attend. All activities will be led by Hillingdon OAC qualified instructors.

Students need to wear appropriate clothing and footwear that can get wet or muddy and will be required to bring a change of clothes and footwear. They must also bring a packed lunch. **Please note if your child is eligible for free school meals you need to tick the box on the reply slip to indicate that you wish the school to provide a lunch for your child.**

All students are to arrive in school at 8:35 as normal and attend PfL with their tutor. We aim to return to school by 3:30pm. The cost of the trip is £29 which includes all activities, coach travel and insurance. Full payment should be handed in to Student Services in an envelope with the reply slip (cheques made payable to *The Cavendish School*) with the student name and trip on the front. Full payment must be received by **Friday 7th October 2016**.

Yours faithfully

D Allen

Mr D Allen - Head of Year 7

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Hillingdon Outdoor Activity Centre – Thursday 20th October 2016

Students full name.....Tutor group.....

I give permission for my son/daughter to attend the trip to Hillingdon Outdoor Activity Centre on Thursday 20th October 2016. *(Please tick where appropriate)*

- I enclose the full **non-refundable** payment of £29.
- My child can swim 10m and would like to take part in the water based activities
- My child is on free school meals and DOES require a packed lunch provided by the School
- I have read and agreed to the terms in the parental contract attached

Signed: **Date:**
Parent/Carer

This cost is an accurate estimate of the total cost of the trip. To ease the administration at the end of the trip we are asking your permission to treat any small surplus as a contribution to the school fund. I also agree to the conditions outlined in the behaviour contract overleaf.



The Cavendish School

Title of School Trip: Hillingdon Outdoor Activity Centre

Parental Contract for School Day 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 complete the reply slip below & return it, with appropriate payment, to Student Services reception.

1. It is essential that you stick to the payment schedule outlined in the original letter, as we have to make payments to the organising company in advance of the date the trip takes place, in order to secure the original price that the trip was offered at.
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, - i.e. if 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 Organising 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 anymore, then the school is unable to make any refunds, and parents must cover any penalty charge made by the Organising Company, to the school.
3. *If your child is ill or injured & not in school on the date of the trip, & thus unable to participate on the school trip, then in order that a refund **may** be made, it is essential 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 yourselves, and your child clearly understand the importance of good behaviour in and 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, and Year book. However if you would like another copy then please contact the school, via student services and they will be happy to provide you with another copy.*

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 students 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 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.