March 2017

Dear Parent/Carer

EDUCATIONAL VISIT TO De Montfort University Leicester

It is proposed to arrange a visit to De Montfort University on Friday 24th March, leaving school at 8.40 am with a predicted time of return of 3.20 pm.

The visit is open to students from Year 10 and will give students the opportunity to spend a day at the university and take part in activities that encourage participation in Higher Education.

Please return the attached parental consent form as soon as possible to enable the visit arrangements to be completed and confirmed. Also please complete the second form which will be retained by the university.

This visit is an optional extra and supports the academy’s curriculum. No pupil or student will miss any compulsory or statutory element of their education if they do not attend. The cost for this visit is £5, payable via ParentPay, which covers travel costs.

Transport
We will travel by private coach and your child will be expected to be responsible enough to wear any seatbelt provided until informed it may be released.

Student Behaviour
Students attending this visit will need to have a record of good behaviour and demonstrate that they can obey safety and other rules. Anyone whose behaviour becomes unacceptable after the trip has been booked may be excluded or required to return home early and any expenses incurred will be the responsibility of their parents. Students will also need to maintain an excellent behaviour record throughout the academic year.

Day Visit Needs
Lunch will be provided on the day and students need no equipment other than standard stationery. This day coincides with the Children in Need so school uniform is not required.

Notification of medical conditions or special needs
Advance warning is needed of any participants with special medical or other needs to ensure all health and safety considerations have been made. Parents must inform the school of any relevant medical or other needs on the visit consent form. Notification of dietary needs for sound medical, ethical or religious reasons must also be made.

Insurance Provided
All bona fide educational visits by the academy’s public liability insurance, as are all in-school activities. This visit is considered to have only normal everyday risks and no further insurance has been provided.

If you have any concerns or queries regarding the trip, please do not hesitate to contact me in school.

Yours faithfully,

S Raitatha
Assistant Principal
Long Field Academy Educational Visits
Parental Consent Form

NAME OF STUDENT: ___________________________________ HOUSE GROUP: _________

DETAILS OF JOURNEY

<table>
<thead>
<tr>
<th>Destination of visit</th>
<th>De Monfort University</th>
<th>Date of visit</th>
<th>FRIDAY 24 MARCH 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time of Departure from the Academy</td>
<td>8:40 AM</td>
<td>Time of arrival back to the Academy</td>
<td>3:20 PM</td>
</tr>
</tbody>
</table>

I agree to my son/daughter taking part in the above-mentioned trip and, having read the information sheet, agree to his/her participation in any or all of the activities described. I acknowledge the need for obedience and responsible behaviour on his/her part.

MEDICAL INFORMATION

a) Does your child suffer from any conditions, including recent physical injury, requiring medical treatment? Will he/she be in possession of any medication during the trip? YES/NO
   (If YES please give brief details)

_______________________________________________________________________________________

b) Is your child allergic to any medication? Or does he/she have any other allergy? YES/NO
   (If YES, please specify)

_______________________________________________________________________________________

c) Has your child received a tetanus injection in the last 5 years? YES/NO

d) Does your child suffer from travel sickness and will he/she have any travel sickness medication with him/her?
   (If YES please give details)

_______________________________________________________________________________________

e) Does your child have any special needs, including dietary requirements, incontinence problems etc?
   (If YES please give brief details)

_______________________________________________________________________________________
EMERGENCY CONTACT

I may be contacted during the trip by telephoning the following numbers:

Home: ___________________ Work: ___________________ Mobile: ___________________

My home address is:
______________________________________________________________________________________

If not available at above, please contact:

Name: ___________________ Relationship to student: ___________________

Telephone Numbers: ________________________________________________________________

Address:
______________________________________________________________________________________

Name, address and telephone number of family doctor:
______________________________________________________________________________________

DECLARATION

I have read all of the details of the trip and have completed the form to the best of my knowledge. I undertake to inform the trip leader as soon as possible of any change in circumstances between the date signed and the commencement of the journey. I undertake to pay all voluntary contributions by the date stated.

I confirm that my child is in good health. I agree that in the event of any minor ailment, e.g. headache; you may give my child any appropriate form of medication, e.g. Paracetamol, Ibuprofen etc. Details of the medication preferred:
______________________________________________________________________________________

I agree to my son/daughter receiving emergency medical treatment, including anaesthetic as considered necessary by the medical authorities present.

Signed: ____________________________ (Parent/Carer)

Date: ______________________________

This form or a copy will be taken by the leader on the activity. A copy will be left with the Academy office and with two senior members of staff.

N.B: The Academy has a comprehensive insurance policy for trips off site. More details available on request from the Academy office.