



Sherburn High School

Headteacher: Ms Miriam Oakley

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Our Ref: BRN/HWN

8 January 2024

Dear Parents/Carers

Y12 Geography Field Trip to York – 22.2.24

I am pleased to inform you of an exciting opportunity being provided for students to go on a Y12 Geography trip to York for the NEA on Thursday 22 February 2024. Students will collect data and practice qualitative and quantitative techniques in preparation for NEA Component of course which students will complete in Year 13 and is worth 20% of the final grade.

Students need to wear suitable clothing and footwear for all weather conditions. Please can students bring a packed lunch or money to purchase lunch and any medication they need. Students need to meet at 7.45am at school where we will then walk and get the 8.42am train from Sherburn train station to York. We will be arriving back on the 1.45pm train and be back in school for 2.30pm. Staff will walk students between school and the station during the times. Should students wish to meet staff at Sherburn in Elmet Railway Station or be dismissed from the station, they should meet no later than 8.25am on Platform 2 and parental permission is required via email to ben.robinson@shs.starmat.uk to confirm that they will meet us and be dismissed from the station.

Cost and Payment

The total cost of this trip is **£12.50** per student.

If you wish your child to participate, can you please make arrangements to pay by debit/credit card on the parentpay website at www.parentpay.com, give consent and provide details of any medical conditions and also an emergency contact number. If you have not received an activation letter to log-on to parentpay, please contact the school as soon as possible and we can arrange to send one out to you. **Your child will not be allowed on the trip until payment is received together with the requested contact and medical information.**

Payment must be received no later than Monday 29 2023 by 9am

Finance and Free School Meals

As a school we are very aware of the additional cost of school trips and we want all our students to be able to access these opportunities. As this is a non-compulsory educational visit we are asking for a voluntary contribution. Unfortunately, if we do not receive enough voluntary contributions, we may need to cancel the trip. If you do have any issues or queries regarding payment [those students eligible for the Post 16 Bursary Fund will automatically have their trip paid for on completion of the medical consent form on Parentpay], please contact myself or finance@shs.starmat.uk as appropriate. *If your child is eligible for FSM and you wish to order a packed lunch to take, please indicate this in the notes box on Parentpay and state which sandwich and drink your child would like to order.*

Medication and Medical Conditions

If your child has taken any medication on the morning of the trip, **please fill in the form attached to this email** and send it to school with your child so that we have a record. If your child will need to take any medication on the day of the trip please make sure that it is **in its original packaging and placed in an envelope or sealed plastic bag with the name of your child on and details of when and how much needs to be taken.** Your child will need to hand the medication to me on the morning of the trip and this will be kept safe for them until they need to take it. **Please note that we will be unable to hand any spare medication back to students at the end of the trip.** Medication will need to be given directly to parents on collection or collected from the School's reception by a parent. Please also



note that if your child has asthma they **MUST** have their inhaler/s on their person on the day of the trip otherwise they will be unable to go on the trip.

Educational Visits Policy and Insurance

This visit is organised under the school's Educational Visits Policy. To give consent for your child to take part in the visit please read the attached consent information and tick the consent box on parentpay when paying for the trip. You must **provide an emergency contact number and any medical conditions in the note box against the payment transaction line**. All students taking part in the activity will be covered by the RPA Personal Accident and Travel Insurance. If you wish to have details of this cover please contact the Business Manager.

If you have any questions about the trip, please do not hesitate to contact me at admin@shs.starmat.uk

Yours sincerely

Mr B Robinson
Trip Leader
Sherburn High School

THIS DOCUMENT MUST BE READ BEFORE GIVING PARENTAL CONSENT ON PARENTPAY

Name of Visit: Y12 Geography Trip to York
Date: 22.2.24
Departure time: 7.45am Return time: 2.30pm

By ticking the consent box on the parentpay website, you have agreed to the following three consent statements:-

PARENTAL CONSENT STATEMENT

I would like my son / daughter to take part in the activity above

Please arrange for payment via the parentpay website www.parentpay.com and provide emergency contact details including your home number and a mobile phone number. Your child will not be accepted on the trip without consent, emergency contact details and payment.

MEDICAL CONSENT STATEMENT

My child is in good health and does not suffer from any condition requiring regular treatment or any complaint that may require emergency treatment and will not be excluded from any activities. I confirm that:-

1. There are no activities that I do not wish my child to take part in.
2. My child does not suffer from any condition requiring regular treatment
3. My child does not suffer from any condition which may require emergency treatment
4. I give my consent to any emergency medical treatment necessary during the course of the visit.

If your child does have a medical need or condition please let us know via the parentpay website by including details of the condition and what action we would need to take if applicable in the **note box** prior to sending your payment. This needs to be done for every trip irrespective of whether the school has previously been informed.

For insurance purposes, if your child suffers from a serious complaint, please send a letter to the school enclosing a letter from your doctor confirming your child is fit to participate giving details of the complaint and its treatment. Please note this in the box prior to making payment so that we know we are expecting a doctor's letter.

If we do not receive notes via parentpay regarding any medical conditions, we will assume there are no medical conditions and no restrictions to the activities your child can participate in during the visit.

PHOTOGRAPHS AND VIDEO RECORDINGS

I consent to photographs and video recordings of my child to be used by school and services for teaching and coaching purpose and for use in marketing and publicity in line with relevant policies.

BEHAVIOUR AND CONDUCT

I understand that my child must adhere to any code of conduct and behaviour set out by the visit/activity leader, school, service or external provider.

Home Administration of Medication Record

Name of student and tutor group	DoB	
Number of GP and contact number		
Emergency contact details: Name	Contact number	
<p>Name of medication:</p> <p>Formula (e.g. tablets):</p> <p>(Name of student).....has already taken</p> <p>(dosage).....of the above named medication at (time).....</p> <p>Today. The next dose, as stated on the medication should be taken at</p> <p>(time).....</p> <p>Signed: (parent/carer)</p>		