Sherburn High School

Achievement for all

Headteacher: Mr Matt Gill

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Yorkshire Learning Trust

Our Ref: SMR/HWN

16th October 2026

Dear Parents/Carers

Year 11 York Reward Trip – Friday 4th December 2026.

I am pleased to inform you of an exciting opportunity being provided for students to attend a reward trip to York Christmas Markets on Friday 4th December 2026. To be eligible to attend the trip students must attend all of their PPE's and complete them to the best of their ability. If students are absent or make a poor effort they will not be allowed to attend.

Dates and Timings

The trip will depart at 8.45am on Friday 4th December 2026 and return the same day at approximately 2.45pm.

Cost and Payment

The total cost of this trip is **£7** 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 Friday 20th November 2026 by 10am

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, 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 reception.

Non-Compulsory Educational Visit Sanctions:

Finally, it needs to be reiterated that our visits and trips are very much linked to our rewards and sanctions policy. In line with the STAR MAT we endorse the principles for all young people to participate with supported accessibility through direct or realistic adaption or modification and integration through participation with peers. If any student has an isolation at Tadcaster Grammar School, an Internal Exclusion or Suspension they will automatically not be able to access this trip. I am sure you will appreciate good behaviour is extremely important when taking students out of school for health and safety reasons.

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

Yours sincerely

Ms S Miller
Trip Leader
Sherburn High School

THIS DOCUMENT MUST BE READ BEFORE GIVING PARENTAL CONSENT ON PARENTPAY

Name of Visit: Year 11 York Reward Trip
Date: Friday 4th December 2026
Departure time: 8.45am Return time: 2.45pm

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.

COLLECTION ARRANGEMENTS CONSENT (if applicable)

I understand that the return time is after normal school hours. I will arrange for a responsible person to collect my son / daughter from the **school bus park** on **New Lane** where necessary.

The letter inviting your child on the school trip will inform you if the trip is returning after normal school hours together with an approximate return time. That information is also on the top of this form.

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**	

Name of medication:

Formula (e.g. tablets):

(Name of student).....has already taken

(dosage).....of the above named medication at (time)..... Today. The next dose, as stated on the medication should be taken at

(time).....

Signed: …… (parent/carer)