



# The Crossley Heath School

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March 12<sup>th</sup> 2018.

Dear Parent

## 'A' Level Biology Field Course July 2018

Arrangements for the above trip are now almost complete and I am writing to you with the final details and other general points. I would be grateful if you would read the letter through carefully, then sign, and return the Parental Consent Form V4. If you have any queries about any of the letter's contents, please do not hesitate to telephone. This letter contains valuable information and for your own peace of mind, you are recommended to keep it in a safe place.

The balance of the parental contribution to the costs is required by May 18th to allow us to pay the invoice, which is due after half term. The total amount due is £350, less any deposit already paid. Payment should be made through the ParentPay system. If you have applied for and received any financial support from the school, please only make a payment if there is any outstanding balance remaining.

### General Details:-

1. The Field Centre being visited is: - FSC Drapers' Field Centre, Betws-y-coed LL24 0HB

Tel: Reception/ Office: 01690 710494

Emergency number: 01690 713029

Visitors (payphone): 01690 710802

The above numbers should only be used to contact members of staff in cases of emergency. We suggest that the students should contact you during their free time rather than you trying to contact them when they may be working.

2. Depart Crossley Heath School Friday 13th July 2018 8.30 am.

Arrive at Betws-y-coed approx... 12 noon.

Depart Betws-y-coed for return journey Wednesday 18th July 2018 1pm

Arrive at School approx. 4.00pm

Students will be advised to phone you to arrange pick up from school once we are nearing Halifax.

3. The party leader for the trip is Mrs. P.Lea and the party will be accompanied by Ms Johnston and Mr Johnstone. We will be working with Field Studies Council tutors for the week.

4. In case of emergency contact either Mrs Lea on the number of the Field Centre (01690 713029) or on the mobile phone (07793270168).

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5. The students will not need a great deal of money during the week. They should take sufficient for refreshments on the journeys to and from the field centre and sufficient to meet their needs whilst in Wales. (There is a small shop we may stop off at when we return to the field centre by coach if there is sufficient time.) How much money the students take is up to them, but the staff take no responsibility for their money. They will be able to buy a meal at a service station on Friday on the way down to the Field Centre and we will stop at the service station on the way back to Halifax.

#### Contingency Plans:-

(i) If, because of unacceptable behaviour, it becomes necessary for your son/daughter to be returned home before the scheduled return of the trip, the following arrangements will apply. As he or she will be over the age of sixteen, he/she will be asked to travel home alone by rail. You will be informed that this is to happen. You will be responsible for all expenses incurred.

(ii) If the early return of a member of the party becomes necessary for medical reasons, then the arrangements will be that a member of staff will contact you and agree the best course of action. It would be to the benefit of the rest of the students on the course if you could come and collect your son/daughter, if this was not possible and the student was not fit to travel alone then a member of staff would accompany your son/daughter home. If the school's standard insurance or the extra insurance cover taken out failed to meet the costs of this you would be responsible for any expenses incurred.

(iii) If the trip has to be curtailed for any reason or if return is delayed, then the arrangements will be for either a member of staff or your son/daughter to contact you and inform you of the new time of arrival back in Halifax.

#### Clothing and footwear requirements:-

These are listed on the information sheet supplied by the field centre, which accompanies this letter. Please use wellington boots from the centre, this saves space in luggage on the journeys.

#### Medical matters:-

If your son/daughter has any medical, dietary or other conditions or needs about which you think we should know, please supply the information on the return form (V4). If requested staff will look after and administer medication but they must be supplied with full details and instructions. We strongly suggest sun cream is taken and used, and any student who suffers from hay fever and/or asthma should ensure they have their usual medication with them.

#### Insurance:-

Details of the school's standard insurance cover are available on request.

#### Code of Conduct:-

Students will be required to conduct themselves as they would in school, observing the spirit of the official Guidance to Pupils. In particular, they must obey the instructions of members of staff, any other accompanying adult and the field centre staff. They must show courtesy and consideration to members of the public and any other guests, passengers, etc. at all times.

No alcoholic drinks will be offered to, or be consumed by, any students whilst in the care of the school. Please see the field centre's information sheet with regard to their own rules on this matter.

Please return the V4 form as soon as possible so that all the relevant information can be sent to the Field Centre.

Yours sincerely,

P D Lea  
Field Course Organiser.