



The Crossley Heath School

Head Teacher: Mr Dean Jones MA

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9th May 2025

Dear Parent,

A Level Biology Fieldwork Course July 2025

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. If you have any queries about any of the letter's contents, please do not hesitate to telephone or email me. 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 was required by 30th April to allow us to pay the invoice. The total amount due is £441, less any deposit / instalments already paid. If you do still have any payment outstanding, please do ensure it is paid via ParentPay as soon as possible. If you have applied for and received bursary funding from the school, no payment is required.

General Details:

1. The Field Centre being visited is:
 - FSC Rhyd-y-Creiau Field Centre, Betws-y-coed, LL24 0HB
 - Reception: 01690 710494
 - School contact Mrs Gallimore: 07983432373
 - Dr Chipperfield: 0755734511
 - 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. Timings:
 - Depart Crossley Heath School Friday 11th July 2025 08.15
 - Arrive at Betws-y-coed approximately 12.00
 - Depart Betws-y-coed for return journey Tuesday 15th July 2024 13.00
 - Arrive at school approximately 16.00
 - Students will be advised to contact you to arrange pick up from school once we are nearing Halifax
3. The party leader for the trip is Dr Chipperfield and the party will be accompanied by four other teachers (three female, one male). We will be working with Field Studies Council tutors for the week.
4. In case of emergency contact either Dr Chipperfield on the number of the Field Centre (01690 710494) or on the mobile phone (0755734511).
5. The students will not need a great deal of money during the week. They should take sufficient for refreshments at the service station on the journeys to and from the field centre and to meet their needs whilst in Wales. (There are a couple of small shops we may stop off at when we return to the field centre from study sites on various days, if there is time). How much money the students take is up to them, but the staff take no responsibility for their money.

Contingency plans:

- 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.**
- 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.
- 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 kit list supplied by the field centre which accompanies this letter. Please use wellington boots from the centre as this saves space in luggage on the journeys. We will be completing several of the A Level course required practicals on the trip, so students may wish to bring a laptop, as per the information on the kit list provided. This is only for use in the classrooms, not in the field. However, it is not a requirement and the majority of students choose to work in the supplied laboratory notebooks. School staff can take no responsibility for any laptops that students choose to bring.

Medical matters:

If your son/daughter has any medical or other conditions or needs about which you think we should know, this should have been included on the return form (V5). If any new medical, dietary or other conditions have arisen since, please contact me in writing. 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. The field centre is able to cater for many diets, including, but not limited to vegetarian, vegan and Halal.

Insurance:

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

Sharing of students' data:

It is necessary to share students' data with the Field Studies Council for the following reasons. Any data regarding special or additional educational needs will be shared with the course tutors to aid their teaching of the course to the students. Data regarding students' medical conditions will be shared with the course tutors as they will be accompanying the students throughout the day and be on call during the night. Therefore, they may be required to provide first aid. Data regarding students' dietary requirements will be shared with the centre catering team.

Code of conduct:

A copy of the code of conduct previously signed by students and parents is included below.

CODE OF CONDUCT for Wales 2025

- On the coach, sit facing the front at all times. Wear your seatbelt when the coach is moving.
- Stay seated until you are given permission to leave the coach.
- Follow carefully all instructions given by Crossley Heath staff, The field centre staff and Zipworld staff. During excursions make sure you are in groups of at least three.
- Make sure you know where and when to meet back with the rest of the group.
- Be punctual at all times.
- Use proper crossings when crossing roads.
- Watch out for traffic when crossing car parks.
- If you use the internet, do not visit any inappropriate websites.
- Be polite and courteous at all times.
- Do not behave in a dangerous or rowdy manner. No pushing, running, shouting, singing, chanting or swearing.
- You must not smoke, vape, drink alcohol or take illegal drugs.
- Do not go near dangerous natural features, such as rocks, cliffs or quarries.
- Eat sensibly. Do not eat excessively between meals.
- Drink plenty of water.
- Be in bed, in silence, with lights out by 22:30 each day.
- Look after your money and valuables.
- Do not buy goods from unauthorised traders.
- Do not speak to strangers unnecessarily.
- Do not mess around with sharp objects.
- If it is hot, wear sun cream, sunglasses and a hat.
- Take all medication as it is prescribed.
- Do not use matches/lighters and do not start any fires.
- Dispose of all litter properly.
- THINK about safety at all times during the trip.

Yours faithfully,

S Chipperfield
Head of Biology