

LLS/srh
14 December 2017

Dear Parent(s) / Carer(s)

**Trip No: 4072 - Optional Residential UK Trips During Term Time
Year 12 Geography Two Overnight Trips to Southwold, Suffolk
On Friday 16th to 17th March and on Friday 11th to 12th May 2018**

The geography department is organising two overnight residential trips to Southwold in Suffolk. The first will be departing early on Friday, 16th March and returning later in the afternoon on Saturday, 17th March 2018. This trip will begin the process of deciding on a route of enquiry for student's non-assessed independent investigation. The independent investigation is a piece of coursework that students are to complete independently on a topic of their choice within the A Level specification. It is worth 20% of their overall A Level grade and is marked internally. Students will then use the knowledge and data collected in the first trip to begin their process of writing up their investigation in lessons from March until May 2018.

Students will participate in their second trip to Southwold departing early on Friday, 11th May and return late afternoon on Saturday, 12th May 2018. Students will complete the remainder of their data collection and complete the writing up their investigation.

The two trips provided will be supported by an external fieldwork support group who will guide the students in completing their coursework to the best standards. Therefore it is very important that all students attend these fieldtrips to give them the opportunity to achieve the highest grades possible.

The total for the two trips is £250.00. Please note that there is no option for payment for one trip only, students are required to attend both trips. This cost includes support through the whole process of coursework from the fieldwork team in Southwold, coach transport, food and accommodation. Students will be staying in an independently run youth hostel, the Darsham Country Centre, that is of an excellent standard. We have also managed to secure exclusive hire of the whole accommodation across seven rooms together with kitchen facilities.

We will require an initial deposit of £50.00 before Friday 5th January 2018. We will then require two further payments, each of £100.00 on the following dates:

Payments	Amount	Due Date
Deposit	£50.00	Friday 5 th January 2018
1st Instalment	£100.00	Friday 9 th February 2018
Final Instalment	£100.00	Monday 5 th March 2018
Total Cost	£250.00	This total cost covers both trips

If you would like your son/daughter to go on these optional trips you are invited to make a voluntary contribution of £250.00 which will cover the cost of these visits. We must inform you that as the school could not bear the cost of the visits, the visits will not take place unless parents who are able to pay are willing to contribute. If you are unable to contribute, you are invited to contact the Assistant Head: Director of Finance & Resources.

Please complete the [consent and payment form](#) available to download from the school's website or return the slip attached to this letter indicating your preferred method of payment. Please note that all trips will be allocated on a first-come, first-serve basis, places will not be confirmed until your payment is received, and therefore we recommend that you respond as soon as possible. All cancellations must be provided in writing to the Finance Office. You will be liable for all costs incurred by the school up to the point of cancellation.

Please be aware that the school reserve the right to refuse a place on this trip for any pupil whose attendance falls below the acceptable level and/or their behaviour has been a cause for concern. In line with our School Trips Policy, if there is a need to contact your child while they are out of school, please phone Mrs Sally Pringle on 07938 225451 or Mr Oliver Price on 07925019743.

Yours faithfully

Mrs L Smith
Subject Leader for Geography

Mrs G Knights
Assistant Head: Director of Finance &
Resources

Encl.

Reply Slip

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If you wish to complete this reply slip electronically, then please complete the [consent and payment form](#) available to download from the school's website

Student's Name: _____

Form: _____ Date of Birth: _____

Does your child suffer from any medical conditions? Yes No

Will this medical condition affect them taking part in the activities? Yes No

If yes, please give details including treatment that they currently receive for this/these medical conditions: _____

Enter any known allergies to drugs, medicines or food and/or special dietary requirements:

Has your child been immunised against tetanus? Yes No

Please provide us with two emergency contact numbers:

Number: _____ Relationship to Student: _____

Number: _____ Relationship to Student: _____

For overseas visits only, please confirm that you have included:

Copy of Passport included Yes No

Copy EHIC included Yes No

Declaration

I agree to my child taking part in the above mentioned visit and to their participation in the activities to be undertaken during the day. I support the need for obedience and responsible behaviour on their part.

To the best of my knowledge, my child is not suffering from any medical condition that makes them unfit to participate in this visit. I agree to my child receiving medical treatment as considered necessary by the medical authorities present.

Payment Method – £50.00 Non-refundable deposit due by Friday 5th January 2018

<input type="checkbox"/> Wise Pay (via Internet) ¹ Preferred payment method	<input type="checkbox"/> Cheque ² Cheques payable to The John Warner School	<input type="checkbox"/> Cash ²
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¹ If Wise Pay is showing that the trip is full, please contact the Finance department in the first instance. If you wish to pay by Debit or Credit card directly rather than through Wise Pay, then please contact the Finance Department.

² If paying by cash or cheque, please put your payment in an envelope which should be labelled with the name of the trip, your child's name, form and the amount enclosed. We would appreciate your cooperation by requesting that your child places the response slip in the trips box, which is located at Student Services.

All outstanding payments must be with the school a minimum of four weeks prior to the start date of the trip unless an earlier payment date is stated on the original letter.

Signed: _____ **Date:** _____
Parent / Carer