

RAH/srh  
27 February 2018

Dear Parent(s) / Carer(s)

**Trip No: 4099 - Optional Trip During Term Time  
Year 13 Biology Visit to Rye Meads**

We would like to invite your son/daughter to participate in a trip to Rye Meads on Wednesday, 21<sup>st</sup> March 2018 from 09:30 to 15:00. Students will have an opportunity to undertake biological research within the expert facilities at Rye Meads in order to support the required practical component of their advance level biology course. The cost of the trip is £20.15.

We will meet in the sixth form study centre at 09:20 and we will travel via school minibus to and from the venue.

Students should wear comfortable clothing for outdoor activities and long hair should be tied back. Students will need to bring with them some writing equipment and their laboratory books. Also students will need to bring a packed lunch as there are no facilities to purchase food.

If you would like your son/daughter to go on this optional trip, [please follow this link to complete the consent and payment form](#) (*website: Home/Parents/Forms*) 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; we therefore recommend that you respond as soon as possible. All cancellations must be provided in writing to the Finance Office. Once a place is confirmed, 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 Georgette Knights on 07741559124 or Mr Oliver Price on 07741559129.

Yours faithfully

**Miss R Hanson**  
Subject Leader for Biology

**Mrs G Knights**  
Assistant Head: Director of Finance &  
Resources

Encl.

# Reply Slip

**Trip No: 4099 - Optional Trip During Term Time  
Year 13 Biology Visit to Rye Meads**

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 – £20.15**

- Wise Pay (via Internet)** Preferred payment method. If Wise Pay is showing that the trip is full, please contact the Finance Department in the first instance.
- Debit or Credit Card.** If you wish to pay by Debit or Credit card directly rather than through Wise Pay, then please call the school 01992 462889 and ask to be transferred to the Finance Department.
- Cheque.** If paying by cheque, please ask your child to hand payments directly to the finance office. Cheques should be made payable to The John Warner School.
- Cash.** If paying by cash, we request that a parent/carer deposits the money personally at the school office during working hours and obtains a receipt. Cash will no longer be accepted from Students

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