

GLM/avt
16 April 2018

Dear Parent(s) / Carer(s)

Trip No: 4113 - Optional Residential UK Trip Out of School Time Gold Duke of Edinburgh Award Practice Expedition from 22 – 27 July 2018 – Year 12 (Named Students Only)

Your son/daughter has enrolled onto the Gold Duke of Edinburgh programme. As part of this programme they are required to undertake a practice and qualifying expedition. The practice expedition will take place in Wales between July 22nd and 27th 2018.

The expedition will be run by 'ExpeditionWales' a specialist company who lead gold expeditions. There will be an accompanying member of staff with the expedition team. The total cost of the expedition covers the transport to and from Wales, kit hire, insurance and accommodation. Students will be required to bring their expedition food with them.

The total cost of the expedition will be £356 with a non-refundable deposit of £90 which will be required to be paid by 20th April 2018. The final payment of £266 must be made by 29th June 2018.

There will be a training and route planning session organised in April to ensure students are fully prepared for their expedition. Further details with timings for departure and return for the expedition will be sent out nearer the time. In the meantime, your son/daughter must organise and begin completing the other sections of the award. Please do not hesitate in contacting me if you have any questions.

Other Important Information

Whilst on expedition, your child is expected to follow both school rules and the guidelines set out by the Duke of Edinburgh's Award Scheme. If pupil behaviour is deemed unacceptable or they fail to meet the award requirements, then their expedition will be ended early and you will be required to collect them.

Any valuables brought on the expedition are the responsibility of the pupil, this includes mobile phones. They are also expected to take good care of the equipment they are lent by school. Damages through misuse or lack of due care will be charged for.

It is very important that whilst pupils are on expedition they do not contact home. Pupils are permitted to carry mobile phones with them on expedition for health and safety purposes. These should only be used in an emergency and will be sealed in a non-see through bag to remove temptation. If a pupil has a problem they should contact the expedition staff, or in exceptional circumstances the emergency services, who can directly deal with any situations as they arise. Staff will then notify parents as and when necessary. As organisers we very much appreciate your support in discouraging your child to phone you if they need help.

If you would like your child 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 by Friday, 20th April 2018. 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 G Major

Deputy Head of Science and Subject
Leader for Chemistry
Duke of Edinburgh Coordinator

Mrs G Knights

Assistant Head: Director of Finance &
Resources

Encl.

Reply Slip

Trip No: 4113 - Optional Residential UK Trip Out of School Time Gold Duke of Edinburgh Award Practice Expedition from 22 – 27 July 2018 – Year 12 (Named Students Only) (GLM)

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 – £90 non-refundable deposit

- 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.

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