

LLS/lqu

18 September 2017

Dear Parent(s)/Carer(s)

Trip No: 4034 - Optional Trip During Term Time - Year 11 – Geography Day trip to Canary Wharf on Wednesday 15th November 2017

The Geography Department are organising a GCSE trip to Canary Wharf on Wednesday 15th November 2017. This trip forms the second and final part of their fieldwork investigation for GCSE topic 6 'Geographical Investigations' where pupils will have the opportunity to develop their understanding of how to investigate the dynamic urban areas. A reminder that approximately 38% of questions asked in paper 2 of the Geography Edexcel B GCSE will directly relate to this fieldwork, the investigation and findings. Therefore it is very important that all students attend this fieldtrip to support them in answering paper 2 questions.

The cost of this trip will be £17.50 and we will be travelling via coach to London. We ask that pupils arrive in school for the slightly earlier time of 08:30 and meet in the canteen so that we can be ready for a prompt 08:45 departure. We will aim to arrive back to the school by approximately 17:00 (traffic dependant). Geography teachers will inform pupils of any changes to these timings and requirements for the day.

Students will be required to wear normal school uniform for this trip. As pupils will be outside all day, they should wear suitable trainers or comfortable, sturdy shoes. At this time of year, a warm, preferably waterproof coat is recommended. In addition, pupils should bring a packed lunch, pen and pencil.

The trip will involve pupils working in a busy urban environment and interacting with members of the public. Whilst students will be supervised at all times, it is very important for safety reasons that your child is aware that they must remain with their group leader at all times and uphold the good reputation of the school when interacting with members of the public. We would also like to emphasise that all normal school rules apply whilst pupils are on the trip.

If you would like your child to go on this optional trip you are invited to make a voluntary contribution of £17.50 which will cover the cost of this visit. We must inform you that as the school could not bear the cost of the visit, the visit 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, 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 Lisa Smith

Subject leader for Geography

Mrs S Pringle

Assistant Head: Director of Finance &
Resources

Encl.

Reply Slip

Trip No: 4034 - Optional Trip During Term Time - Year 11 – Geography Day trip to Canary Wharf on Wednesday 15th November 2017 (LLS)

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 – £17.50

<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