

May 2018

Dear Parent/Carer

**Re: Public Services – Unit 9 – Expedition Skills**

Part of the assessment process for the Expedition Skills Unit for public services is my judgement of each student's performance on a multi-day expedition. Your son/daughter may have mentioned that they have been planning this expedition for several weeks. The details are as follows:

**Dates:** Tuesday 12 June 2018 – Friday 15 June 2018

**Area:** Snowdonia National Park, North Wales

**Transport:** School minibus

**Staff:** Mr Jackson, Miss Compton

**Parental contribution:** £30 (the school is paying all accommodation and transport costs, we only ask for this contribution towards the cost of feeding your son/daughter). I have attached the proposed programme, together with a recommended personal equipment list. Please note this programme is weather dependant and may be adjusted during the trip to reflect prevailing conditions as the safety of students is of paramount importance. Whilst reaching the summit of Snowdon is an important objective to the students, it is not a requirement of the course. Therefore, adverse weather conditions will mean we will not attempt to walk to the top but will complete a low level walk instead.

As part of the planning process students should have identified what they need to bring. Please do encourage, in fact insist, that they pack their own clothing and equipment. It is quite possible the weather will be cold and wet, although we hope not! The school has a reasonably comprehensive supply of equipment so please do not purchase equipment that may not be used again by your family.

All walks are 'shadow' walks, so each group will have a staff supervisor who will be in sight of, or in 'walkie talkie' range of, students at all times.

Inevitably a trip like this requires me to complete many risk assessments as, by the very nature of the activities, students are at risk of injury when walking, camping, cooking and completing the gorge walk. The group your son/daughter is in has consistently performed well throughout the year and are a pleasure to work with. However, the highest standards of behaviour will be insisted upon at all times. One of the risks staff need to monitor is both heat and cold. We will expect students to apply sun cream if conditions suggest it is appropriate and expect them to wear appropriate waterproof and warm clothing if necessary; despite any concerns they have about how trendy they look! I hope you will support me by reminding your son/daughter of this before we depart.

We will be leaving school between 12 noon and 1pm on the Tuesday and will return on the Friday before 4pm.

Our preferred method of payment is via ParentPay. If you choose this option you do not need to complete the attached consent form. If you wish to pay by cheque please complete, sign and return the attached Parental Consent Form and send it, together with your payment, to reception as soon as possible; ensuring your child's name and Tutor Group are written on the reverse. ***All students must complete, sign and return the Code of Conduct Form.*** If you require a PayPoint barcode please contact the school as soon as possible. If you have any concerns regarding costs for this trip, please contact Mrs Broderick, PA to the Principal, in confidence on 01773 716396 ext. 7056.

Please don't hesitate to contact me if you have any questions about this expedition.

Yours sincerely

**Mrs M Watson**  
Teacher of Public Services



Please sign and return the Code of Conduct Contract below,  
retaining the back sheet for reference

TRIP DESTINATION: Public Services trip to Snowdonia National Park, North Wales  
DATES: Tuesday 12 June 2018 – Friday 15 June 2018

## Student Code of Conduct Contract – UK Trip

Student details

SURNAME: \_\_\_\_\_

FIRST NAME (S): \_\_\_\_\_

### Student consent

I have read the regulations in the enclosed student code of conduct agreement and understand that I will be expected to abide by them and be subject to the conditions they outline.

I understand that breach of these conditions could result in disciplinary procedures.

I have agreed them with my parents/carers.

Signed..... Date.....

### Parental consent

I have read the regulations in the enclosed student code of conduct agreement and understand that my son or daughter will be expected to abide by them and be subject to the conditions they outline at all times during the trip.

I understand the conditions regarding student conduct and agree to the arrangement they outline including possible disciplinary procedures and further action on return from the trip.

Signed..... Date.....

PARENT/CARER (print name) .....

# Student Code of Conduct

## Please retain for your reference

HGSC seeks to provide both educational and social/recreational opportunities during school trips. Trips will include both directed time on visits and excursions, as well as informal time within the hostel/hotel and its surrounding area.

Students are required to abide by the following guidelines for both their own safety and for the general good order and organisation of the trip.

1. Students are expected to conduct themselves in a polite manner at all times and to comply with the requests and instructions of accompanying staff and other adults in the party. Students are expected to show respect for the local population and for the customs and history of the area.
2. Students are expected to be prompt for all visits, excursions and meeting for all meals. Students are required to show consideration for other hostel/hotel guests by keeping noise to a minimum in their own rooms unless there are valid reasons for doing otherwise (fire alarms, visits to the toilets etc.) they must become familiar with the fire precautions and emergency evacuation procedures of the hostel/hotel.
3. Students are expected to remain with the group and must comply with the instructions of the accompanying staff. Students are strictly forbidden to wander off on their own at any time. They must not leave the hostel/hotel area and its surroundings after dark and must co-operate fully with the safety guidance of the hotel reception and security staff. All students must return to the hotel at the time specified by the staff and report their presence to the relevant member of staff.
4. Students are expected to obey the safety regulations of the hostel/hotel staff when using hostel/hotel facilities, especially where sporting equipment or swimming pools may be concerned. They must comply with the requests of the instructors when participating in sporting activities.
5. Students must remain within the safety areas for swimming and any hire and use of recreational equipment for use in any water environment must be approved in advance by the accompanying staff.
6. We do urge all students to lock valuable items away in security boxes if available. It is advisable to hand in cash/valuables to the staff if there is no security box in the bedroom; this applies to i-pods and other valuable items, which we do not recommended bringing on the trip.
7. Students are strictly prohibited from purchasing or drinking alcohol at any time. This is school policy and will result in serious disciplinary action upon return.
8. Students are expected to note very clearly that they are forbidden to engage in dealing, possession or use of any illegal drugs. Any instance of such conduct may result in criminal proceedings and the implementation of the school discipline and exclusion procedures.
9. Students are expected to note very clearly that accompanying staff cannot assume legal responsibility for students who break the law. Accompanying staff will also expect students to abide by the terms of the agreement. Any student who contravenes the conditions will be restricted to the confines of the hostel/hotel and in serious cases of misconduct the parents/carers will be asked to collect their son/daughter.
10. Students and parents/carers should understand clearly that expenses for such an emergency return home, necessitated by misconduct, will not be the financial responsibility of the school.
11. The student/parent/carer will be expected to bear the expense of any damage caused through the action of misconduct. Payment must be made on the trip if possible, or immediately on our return. No refund will be given for any part of the trip curtailed through such student misconduct.
12. As part of the trip experience a photo record will be made of the trip. The photos will only use by the school for promotional/marketing purposes and as a record of the trip. Please inform the trip staff if you do not wish to have your photo taken.

*Students and their parents/carers are required to give their agreement to the conditions by signing the Student Code of Conduct Contract.*



# TRIP CONSENT, CONTACT AND MEDICAL FORM

Please return to Reception

**PLEASE COMPLETE ALL SECTIONS**

Student's name				TG	
Trip / Visit to	Public Services Trip to Snowdonia National Park, North Wales				
Cost	£30.00	Cheque	<input type="checkbox"/>	Parentpay →	If you have paid via ParentPay you <b>DO NOT</b> need to complete this form
Date(s) From	Tuesday 12 June 2018 – Friday 15 June 2018		Times	Leaving school 12noon-1pm Tuesday, returning by 4pm on the Friday.	
Teacher in charge	Mrs M Watson				

Home address			
Contact telephone numbers (for the duration of the visit / trip)			
Name		Home	
Mobile		Work	
Email			

Alternative contact	Relationship to student:		
Address			
Name		Home	
Mobile		Work	

## Medical Information

Name of doctor		Tel no	
Address of surgery			

*Please circle as appropriate*

Does your child suffer with a medical condition that requires regular treatment?	Yes <small>continue below</small>	No
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My child suffers from .. (e.g. asthma)			
.. and has been prescribed the following medication	Name of medication	Dose	Frequency

NB: if your child is on a residential visit, please ensure you include information relevant to night-time needs

Any medication required should be given to the teacher in charge, clearly marked (in its prescription container if applicable) with name and full instructions for use.

My child also uses the following over-the-counter medication	Name of medication	Dose	Frequency

My child has an allergy to the following	Allergic to	Type of reaction

*Please circle as appropriate*

I would like to discuss my child's medical condition with trip leader	YES NO
My child has had an up to date tetanus injection	YES NO
I am willing for my child to be given "over-the-counter medication" by staff e.g. paracetamol, throat lozenges, insect bite antihistamine, travel sickness tablets and sun cream/aftersun if necessary	YES NO

Inhalers and "Epipens" may be kept by the student with spares given to the teacher in charge.

I give authorisation for my child to keep an inhaler with them and use it as required	YES NO
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### Dietary Information

Does your child have any special dietary requirements e.g. vegetarian, kosher, allergies <i>(If Yes, please give details below)</i>	YES NO

### Additional Information

Please include any additional information as required

Photography/Video - Please tick the box if you <b>DO NOT</b> give permission for your child to be photographed and/or videoed for use in any school publicity material including parent magazine and the school website.	<input type="checkbox"/>
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*Please ✓ if appropriate*

### Declaration by Parent/Carer (or student if over 18)

1. I agree to my child attending this trip/visit/activity
2. I have read and completed this form and to the best of my knowledge the details given are true and accurate.
3. I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
4. I will inform the teacher in charge as soon as possible of any changes in the medical or other details between now and the commencement of the visit/trip.

Signature		Date	
Print name			