

**HEANOR GATE SCIENCE COLLEGE
TRIP CONSENT, CONTACT
AND MEDICAL FORM**



Please complete and return to Student Reception
PLEASE COMPLETE ALL SECTIONS

Student's name				RG	
Trip / Visit to	Year 7 Pioneer Trip, Shropshire				
Cost	£135.00				
Date(s) From	Friday 10 February 2017 – Sunday 12 February 2017	Teacher in charge	Mrs C Graham		
Times	Leaving school on the Friday at 9am, returning back on the Sunday at approximately 3pm	My child is entitled to free school meals and I would like to request a packed lunch			

Please mark with ✓ if appropriate :

Student Contact Details

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 mark with X if appropriate :

My child does not suffer from any medical condition requiring regular treatment.	
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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

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 delete as appropriate

I would like to discuss my child's medical condition with trip leader	YES NO
My child has 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

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.

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 <i>(Please delete as applicable)</i>	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)</i>	YES NO

Additional Information

Please include any additional information as required

Photography/Video - Please tick the box if you DO NOT 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.	
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Declaration by Parent/Carer (or student if over 18)

- I agree to my child attending this trip/visit/activity
- I have read and completed this form and to the best of my knowledge the details given are true and accurate.
- 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.
- 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			



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

TRIP DESTINATION: **Year 7 Pioneer Trip, Shropshire**

DATES: **Friday 10 February 2017–Sunday 12 February 2017**

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 anytime. 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.