

September 2016

Dear Parent/Carer

We would like to invite your son/daughter to visit the Skills Festival at The Roundhouse, Derby College on Thursday 22 September 2016. We will be leaving school at 1.00pm and aim to return by 2.55pm. Students will then need to make their own way home.

The Skills Festival will have representatives from colleges, employers, the armed forces and sixth form providers. It will give your son/daughter the opportunity to gather information about the options available to him/her when he/she reaches the end of Year 11.

Students need to wear school uniform during the visit and will have their lunch before leaving school.

If you would like your son/daughter to attend this visit please complete, sign and return the attached Parental Consent Form to Student Reception as soon as possible.

If you have any queries, please do not hesitate to contact either of us at school.

Yours sincerely

Mrs I Hatton
Student Support Teacher

Mrs J Pollitt
Key Stage 4 Teaching Assistant

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



Please complete and return to Student Reception

Student's name		RG	
Trip / Visit to	Skills Festival, The Roundhouse, Derby College		
Cost	Free		
Date(s) From	Thursday 22 September 2016	Teacher in charge	Mrs I Hatton/Mrs J Pollitt
Times	1.00pm – 2.55pm approximately		

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 the Welfare Officer (Mrs M Hardy)	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)

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			