

18 May 2021



# Brockington College

A Church of England Academy

**LEARNING TO LIVE LIFE TO THE FULL**

Dear Parent/Carer

## **Re: Visit to Alton Towers**

We have been fortunate to book a visit to Alton Towers on Thursday 17 June 2021.

### **Key information**

- The trip will cost £30 which includes transport, tickets and insurance.
- The trip will depart from Brockington College at 8.45am and return at approximately 5.30pm.
- Please note there will be no school transport at 5.30pm. Students will be required to make their own way home.
- Students will need to bring a packed lunch and drinks or money to purchase food from outlets onsite. (Those in receipt of free school meals will have a packed lunch provided.)
- Students DO NOT need to wear school uniform but should be prepared for and suitably dressed for the weather.

### **Free time / spending money**

During the visit, students will be instructed to remain in groups of a minimum of four and will be given explicit instructions regarding where and when to meet. They will check in with members of staff between 12pm-2pm and will also be given staff emergency contact details. We will also collect student phone numbers for use in an emergency, which will be destroyed at the end of the trip. Students will be expected to follow the instructions issued by staff regarding guidelines on how they spend this unsupervised time. Please reiterate with your child the importance of following staff instructions which are in line with our risk assessments. Staff will always be accessible at pre-agreed points. Please indicate on the permission slip below, that you are happy for your child to be unsupervised during the visit. The maximum amount of spending money that your child should take on this trip is £30. Your child will keep and be responsible for their own spending money throughout the trip.

### **GDPR**

When making arrangements for school trips it is necessary to share information about your child with the venue, accommodation and transport providers for legal and safeguarding reasons. Details about your child may also be required by insurers. Members of staff will carry copies of emergency contact details on the trip.

### **Payment**

We would very much like this visit to take place. However, the visit is an "optional extra" under the 1996 Education Act and the school is allowed to make a charge in full. If there are not sufficient students to make the trip viable, then the trip will be cancelled and a full refund will be given. We must make it very clear that no funds whatsoever exist for this activity. However, parents/carers of students who are entitled to opportunity funding to help towards the cost of the trip, should tick the relevant box on the reply slip below and contact the school office for an application form. Full payment of £30 will be required to secure a place. Cancellation and refund of a secured place will be considered, if the place can be re-sold to another student or a refund can be obtained from the trip company. Payments are required as per the timeline in this letter. Any student who has not paid in full, will not be allowed to go on the trip, but the school will still expect payment in full to cover the cost of the place that was booked and paid for by the school.

If you would like your child to take part in this visit, please fully complete the reply slip below, including emergency contact and medical details, then return the form to the office manager, via the school office by **Wednesday 26 May**. Payment for the visit must be paid via ParentPay **by Monday 7 June**.

Yours sincerely

Mr Mayes and Mr Marsden  
Year 11 Pastoral Team and Trip leaders



THE CHURCH OF ENGLAND



SIAMS outstanding  
THE NATIONAL SOCIETY



Diocese of Leicester

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**Visit to Alton Towers, Thursday 17 June 2021**

**Please return to the office manager, via the school main office, by 9am on Wednesday 26 May.**

I would like my son/daughter ..... of form .....  
to take part in the visit to Alton Towers.

**Payment – please tick one box**

I confirm I will pay the cost of the visit via ParentPay when requested / by the due date.	<input type="checkbox"/>
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**Or**

I am entitled to and would like to apply for opportunity funding for my child towards this visit.	<input type="checkbox"/>
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**Emergency contacts – please note if information provided differs to the information we hold on the school system a member of staff will contact you to confirm**

Emergency contact 1 - name and number
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Emergency contact 2 - name and number
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I consent to staff members carrying emergency contact information concerning my child. <b>(Please tick)</b>	<input type="checkbox"/>
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**Medical information – please note if information provided differs to the information we hold on the school system a member of staff will contact you to confirm**

Please provide details of any medical condition(s) or other medical information you feel the college needs to know about your child.  <i>(If your child has a medical condition which requires medication, it is imperative that they have their medication with them for the trip. As part of the college’s risk assessment process, it is vital that these guidelines are followed for the safety of your child. Unfortunately, if such medication is not available, your child will not be able to participate in the educational visit / trip. Although most trips have a qualified first aider in attendance, their role is to administer emergency first aid.)</i>
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**Free time consent (Please tick)**

I agree to my child having the allocated free unsupervised time and they understand they must follow the guidelines set out by staff.	<input type="checkbox"/>
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Name of parent/carer: ..... (please print)

Signed: ..... Date: .....  
(By the adult with legal responsibility for the young person)