



# Backwell School

An Ofsted Outstanding School  
A National Teaching School

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www.backwellschool.net

Headteacher: Jon Nunes MA

October 2018

Dear Parents/Carers

## **Enrichment Week 2019 - Cadarn Riding Trails**

If you would like to accept this place, please pay the initial deposit by **Friday 12 October 2018**  
Places not taken up by this date will be offered to a student on the waiting list.

Cadarn is deservedly one of our most popular and longest running trips. Both students and staff have always found the standard of the tuition given by the professional staff to be excellent.

The dates are:

Departure from Backwell School: Monday, 10 June 2019

Return to Backwell School: Friday, 14 June 2019

The total cost of the trip is £500, including insurance. Please pay an initial non-refundable deposit of £50 by Friday 12 October 2018, followed by a second non-refundable deposit by 9 November 2018. Payments should be made via the school's on line payment system, [www.parentpay.com](http://www.parentpay.com). Alternatively you can make a payment over the telephone by calling 01275 465942 to make a card payment.

Once we have received the deposits to secure your child's place, you will be required to make monthly instalments. These finish on 1 April 2019. All our residential trips are booked through specialist companies and we are committed to making regular payments throughout the year. Please see the payment schedule set out in the Terms and Conditions.

### **Financial Assistance**

If you are in receipt of Pupil Premium funding, Child Tax Credit, or Universal Credit you may be eligible for financial assistance towards the cost of this trip. If you are not in receipt of these, you can still apply for financial assistance. Application forms for all assistance are available from the Student Services office or can be downloaded from the school website. Please note that financial assistance cannot be used towards deposit payments.

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**Forms to complete and return by 12 October 2018** (coloured copies only)

- Students' Essential information Form (EV5)
- The Behaviour Agreement
- Terms and Conditions

**Essential Information Form (EV5)**

In the unlikely event, that your child needs to receive medical attention whilst on the trip the EV5 is used as written parental permission for this to take place. The trip leader will carry this form with them and present it to medical professionals if necessary. If the details change before the trip, please complete a new EV5.

Nearer the time you will be asked to provide more specific information for the stables regarding student's riding ability, weight and height etc. in order to allocate the most suitable horse to them.

**Withdrawal from the trip**

The school makes payments to the providers throughout the year and therefore a student wishing to withdraw from a trip will lose their deposit and may lose a high percentage of money already paid. Please see the terms and conditions regarding cancellation charges.

**Behaviour**

We receive positive reports regarding the behaviour of Backwell School students from the many centres we visit each year. However, the school must be sure that the behaviour of students taken on school trips will be exemplary. Student behaviour is monitored and their behaviour in lessons and general conduct around school will be a factor in determining whether they are allowed to attend their chosen trip. Students removed from a trip due to behaviour will not be entitled to a full refund and costs incurred will be the responsibility of the parent/carer. This may include collecting your child from the Cardarn.

**Trip Meeting**

Nearer the time there will be a parents meeting, at which every student must be represented by a parent /carer. At this time, you will meet the trip staff, collect kit lists and other essential information regarding the trip. Although there will be handouts available, you will miss vital information if you do not attend.

In the meantime, if you have any questions please, do not hesitate to contact me.

Yours sincerely



Claire Domaille  
Enrichment Week Coordinator  
Tel: 01275 465942  
[studentservices@backwellschool.net](mailto:studentservices@backwellschool.net)



**STUDENT'S ESSENTIAL INFORMATION  
CADARN RIDING TRAIL 2019**

STUDENT NAME:		TUTOR GROUP:
		DATE OF BIRTH:
ADDRESS:		HOME PHONE NUMBER:
1 <sup>ST</sup> EMERGENCY CONTACT <b>NAME</b> :		
1 <sup>st</sup> EMERGENCY CONTACT NUMBERS:		
2 <sup>nd</sup> EMERGENCY CONTACT <b>NAME</b> :		
2 <sup>nd</sup> EMERGENCY CONTACT NUMBERS		
NAME OF DOCTOR:		PHONE NUMBER:
ADDRESS:		
PLEASE GIVE DETAILS OF ANY ALLERGIES (e.g. antibiotics, aspirin, nuts )		
PLEASE GIVE DETAILS OF ANY REGULAR TREATMENT OR MEDICATION THAT THE STUDENT IS CURRENTLY RECEIVING.		
DOES THE STUDENT SUFFER FROM; Asthma Chest Complaints, Wheezing, Hay Fever, Migraine, Fits Fainting, Heart Condition Severe Headaches, Diabetes, Travel Sickness Or Any Other Disability? Please Give Details?		
DATE OF LAST TETANUS INJECTION:		
PLEASE GIVE DETAILS OF ANY SPECIAL DIETARY REQUIREMENTS? e.g. vegetarian, halal		
I agree for my child to be photographed for school and promotional purposes. YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>DECLARATION:</b> <ul style="list-style-type: none"><li>• I agree that my child may participate in this trip</li><li>• I agree that my child is fit to participate in this trip and the activities involved</li><li>• I give permission for essential medical treatment to be carried out whilst my child is on the trip</li><li>• I understand that the teacher in charge may be required in an emergency to act in <i>loco parentis</i></li><li>• I agree to contact the school if the details provided change in any way</li><li>• I have read and agreed the Terms and Conditions and Behaviour Agreement</li></ul> Signed:..... Date:..... (Parent/carer)		



**CADARN RIDING TRAILS 2019  
TERMS AND CONDITIONS**

**The cost of the trip is £500.** A first deposit of £50 must be received by **12 October 2018**. A second deposit of £50 is required by 9 November 2018. These are non-refundable **and** in conjunction with the return of the completed Essential Information form, the Behaviour Agreement and a signed copy of this document, is the point at which your child's place on the Cadarn Riding Trail is secured. Parentpay is now available for payment.

Please follow the payment schedule below?

non-refundable deposit by 12 October 2018	non-refundable deposit by 9 Nov 2018	1st instalment by 3 Dec 2018	2 <sup>nd</sup> instalment by 3 Jan 2019	3 <sup>rd</sup> Instalment by 3 Feb 2019	4 <sup>th</sup> Instalment by 3 March 2019	FINAL instalment by 1 April 2019
£50	£50	£80	£80	£80	£80	£80

These monthly amounts have been set to ensure that the balance is paid by APRIL 2019; however, you can pay the balance in full at any time. Payments will be made to the stables throughout the year, it is therefore important that this schedule be kept.

Please notify the school in writing at the earliest opportunity if you have any problems making these payments. Non-payment of instalments may result in a student being removed from the trip. A full refund will not be given

**Cancellation**

If you wish to withdraw your child from this trip, cancellation must be received by the school in writing. Cancellation costs are set out below:

Deposits	58 days – 90 days	57-29 days	30 days or less
Non-refundable	40% of total coast	60% of total costs	100% of total cost

**Medical and Emergency Contact Information**

Your child will not be allowed to participate in any out of school activity without the signed Essential Information Form which accompanies the trip letter. It is your responsibility to inform the school of any changes to the information on this form prior to the departure date.

**Insurance**

All trips are fully insured by the school trip insurance.

If your child is unable to take up their place due to a medical condition during Enrichment Week, we require confirmation in writing from a Doctor if an insurance claim is to be made to recoup payments.

Electronic items such as cameras, iPods, mobile phones and games consoles are not covered by the school insurance and are not to be taken on the trip.

**Behaviour**

All student behaviour is monitored and the school reserves the right to exclude from any trip/activity a student whose behaviour has given cause for concern at any stage during the year. Full refunds will not be given and parents will be responsible for any costs incurred.

If a student does not behave to a reasonable standard whilst on a trip arrangements could be made for him/her to return before the rest of the group. Parent's may be asked to collect their child.

The cost for any property damaged due to the carelessness /misconduct of a student will be the responsibility of the parent/carer.

**Student Name:**.....

**Tutor Group:**.....

**Signed:**.....

**Date:**.....

*Parent/carer*



## YEAR 7 BEHAVIOUR AGREEMENT ENRICHMENT WEEK 2019

Year after year Backwell School is very proud of the positive reports we receive from the activity companies we work. The behaviour of our students is exemplary and we arrange Enrichment Week in total confidence that this behaviour will continue. Taking students away on trips places extra responsibility on the staff concerned and they must be assured that the students will not represent either a risk either to themselves or to other students. Please discuss this document with your child and the importance of them taking ownership of this responsibility from the outset.

Student behaviour will be monitored over the next nine months and their behaviour in lessons and their general behaviour around school will be a vital factor in determining whether they are allowed to attend their chosen trip. We have a detailed written log in school of all incidents of poor or inappropriate behaviour and we will be using this to help decide if anyone should not attend a residential or Base Backwell trip. We hope we can count on the support of all parents if such a decision is necessary in the future.

- I understand that behaviour during the year will be monitored and play a vital part in the decision as to whether a student can attend the chosen trip
- I understand that the school has the final decision as to whether a student is able to attend the chosen trip
- I understand that any financial penalties imposed due to a cancellation or removal from a trip are liable for payment by the parent/carer
- I understand a full refund will not be available if the student is removed/withdrawn from a trip due to behaviour
- I understand that any costs relating to the student being returned during a trip due to behaviour are the responsibility of the parent/carer
- I understand that the parent/carer may be required to collect any student being sent home from a trip early due to inappropriate behaviour
- I understand that any costs for damage to property or equipment caused by inappropriate behaviour by a student will be the responsibility of the parent carer
- I understand that students will be expected to try their best and “have a go” at all activities, however challenging and support and encourage their fellow students
- I understand that all students are expected to uphold the excellent reputation of Backwell School

STUDENT NAME: .....

TUTOR GROUP:.....

STUDENT SIGNATURE: .....

PARENT NAME: .....

PARENT SIGNATURE: .....

DATE:.....

**PLEASE RETURN TO STUDENT SERVICES BY FRIDAY 12 OCTOBER 2018**