



# Backwell School

An Ofsted Outstanding School  
A National Teaching School

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Headteacher: Jon Nunes MA

October 2018

Dear Parents/Carers

## Enrichment Week 2019: Fishing Trips

I am pleased to offer your child a provisional place on the Fishing Trips 2019.  
If you would like to accept this place, please pay the initial deposit by **Friday 12 October**  
Places not taken up by this date will be offered to a student on the waiting list.

This is a unique week that we are able to offer the Backwell students and is the envy of many schools. The Backwell staff running this trip are experienced enthusiasts keen to share their enjoyment of fishing with our students. They have also built excellent relationships over many years with the professional fishermen that our students will encounter.

The planned program for the week is as follows but this may be subject to slight changes depending on the weather conditions. Please take a look at the "Complete Angler" on the school website, as it will give an idea of departure and return times.

- DAY 1 Bullock Farm, Kingston Seymour
- DAY 2 and 4 Sea Fishing Penarth and Brixham
- DAY 3 Woolaston Trout Lakes, Lydney, Gloucestershire
- DAY 5 Lands' End Fisheries, Wedmore

## Waiting Lists

The number of students wishing to take part in the Fishing trips has been large. If you do not want to accept the place, please contact Student Services as soon as possible.

## Deposit and Instalments

The total cost of the trip is £200 including school trip insurance. Payment of a **non-refundable deposit of £20 is required by 12 October 2018. A second non-refundable deposit is then required by 9 November 2018.**

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

Payments should be made via ParentPay, the school's online cashless payment system. If you have any problems accessing the service, please contact the school on 01275 465942 to make a card payment.

Cont....

### **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.

### **Forms to complete and return by Friday 12 October** (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.

### **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 locations 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 venue they are visiting.

### **Further Information**

As this is not a residential trip there will not be a parent information evening however you will be provided with a comprehensive Fishing Trips manual with all the information you will need. In the meantime, if you would like to have a look at the "Complete Angler 2018" please visit the Enrichment page on the school website. (in the STUDENT ZONE) Don't forget to make room in the freezer for all the catches.

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

Yours sincerely



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



**STUDENT'S ESSENTIAL INFORMATION  
FISHING 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, Heat Condition Severe Headaches, Diabetes, Travel Sickness Or Any Other Alments? Please Give Details?			
DATE OF LAST TETANUS INJECTION:			
PLEASE GIVE DETAILS OF ANY SPECIAL DIETARY REQUIREMENTS? e.g. vegetarian, halal			
SWIMMING ABILITY: ( PLEASE TICK ONE BOX)			
ABLE TO SWIM 50 METRES plus <input type="checkbox"/> WATER CONFIDENT <input type="checkbox"/> NON SWIMMER <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 any medical or dental treatment which may be necessary whilst my child away from home to be carried out</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:..... (Parent/carer)		Date:.....	

FISHING 2019  
TERMS AND CONDITIONS

**Payment**

**The cost of the trip is £200**

A first deposit of £20 must be received by **12 October 2018**. The second deposit of £20 must be paid by 9 November. These deposits 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 Fishing trips is secured. Parentpay is now available for payment.

You will be required to use ParentPay to pay the remaining balance following the schedule set out below.

Non-refundable deposit by 12 October 2018	2 <sup>nd</sup> non-refundable deposit by 9 November 2018	Instalment by 3 Dec 2018	Instalment by 3 Jan 2019	Instalment by 3 Feb 2019	Instalment by 3 March 2019	FINAL PAYMENT by 3 April 2019
£20	£20	£32	£32	£32	£32	£32

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. Regular payments are made to the different suppliers for the excursions throughout the year and it is therefore important to follow the payment schedule.

You must 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**

Cancellation must be received by the school in writing. Cancellation costs are set out below:

Both Deposits	Due to the payment system any cancellation (after the deposit is paid) will be £100 i.e. 50% of the total cost	12 May onwards
Non-Refundable		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 us of any changes to the information on this form prior to the departure date.

**Insurance**

All trips are fully insured by the school journey 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 the cost.

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 (including attendance) 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. The parent/carer will be responsible for any expenses incurred as a result of this. You may be required to collect your child.

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

P.T.O.



## 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 (including attendance) 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 trip
- 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 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

TRIP NAME: .....

STUDENT NAME: ..... TUTOR GROUP:.....

STUDENT  
SIGNATURE: .....

PARENT NAME: .....

PARENT SIGNATURE: ..... DATE:.....

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