



Backwell School

An Ofsted Outstanding School
A National Teaching School

Station Road, Backwell,
Bristol BS48 3BX
Tel: 01275 463371
mailbox@backwellschool.net
www.backwellschool.net

Headteacher: Jon Nunes MA

October 2018

Dear Parents/Carers

Enrichment Week 2019: London Trip

I am pleased offer your child a provisional place on the trip to London.
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.

The trip to London will take place from Wednesday 12 June to Friday 14 June 2019. The return time is provisionally booked for 6.30pm at Backwell School.

The Monday and Tuesday of Enrichment Week will be spent in school having great fun whilst studying and preparing for the trip. Feedback from past years tells us that these two days are enjoyed as much as the trip itself.

Waiting Lists

The London trip was heavily oversubscribed; if you do not want to accept the place, please contact Student Services as soon as possible.

Instalments

The total cost of the trip is £360, including school trip insurance. **A first non-refundable deposit of £50 must be paid by 12 October. A second non-refundable deposit of £50 is then required by the 9 November.**

Once we have received your deposits to secure your child's place you will be required to make monthly minimum monthly instalments. These finish on 3 April 2019. All our residential trips are booked through specialist companies and this means that you 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.

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 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 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 London.

Parents' Meeting

Nearer the time there will be a meeting for parents, 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.

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

Yours sincerely



C Domaille
Enrichment Week Coordinator
01275 465942
Studentservices@backwellschool.net

**STUDENT'S ESSENTIAL INFORMATION
LONDON 2019**

STUDENT NAME:		TUTOR GROUP:
		DATE OF BIRTH:
ADDRESS:		HOME PHONE NUMBER:
1 ST EMERGENCY CONTACT NAME :		
1 ST EMERGENCY CONTACT NUMBERS:		
2 nd EMERGENCY CONTACT NAME :		
2 nd 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 Ailments? Please Give Details?		
DATE OF LAST TETANUS INJECTION:		
PLEASE GIVE DETAILS OF ANY SPECIAL DIETARY REQUIREMENTS? e.g. vegetarian, halal		
I GIVE PERMISSION FOR MY CHILD TO BE PHOTOGRAPHED FOR SCHOOL AND PROMOTIONAL PERPOSES <input type="checkbox"/> (please tick)		
DECLARATION: <ul style="list-style-type: none"> • I agree that my child may participate in this trip • I agree that my child is fit to participate in this trip and the activities involved • I give permission for any medical or dental treatment which may be necessary whilst my child away from home to be carried out • I understand that the teacher in charge may be required in an emergency to act in <i>loco parentis</i> • I agree to contact the school if the details provided change in any way • I have read and agreed the Terms and Conditions and the Behaviour Agreement 		
Signed:..... (Parent/carer)		Date:.....

THE LONDON EXPERIENCE 2019
TERMS AND CONDITIONS

Payment

The cost of the trip is £360

A first deposit of **£50 must be received by 12 October 2018 and a second deposit 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 London Trip is secured. Parentpay is now available for payment.

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

Non refundable deposit 12 Oct 2018	Non refundable deposit by 9 Nov 2018	3 Dec 2018	3 Jan 2019	3 Feb 2019	3 March 2019	FINAL PAYMENT by 3 April 2019
£50	£50	£52	£52	£52	£52	£52

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 payment will be made to the tour operator throughout the year and it is therefore important that the schedule be followed.

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

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

Both Deposits	29 -70 days before departure	15 – 28 days before departure	14 days to departure
Non-refundable	60% of total costs	80% of total cost	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 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 for an insurance claim 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.

Behaviour

All student behaviour, including attendance, 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, arrangements could be made for him / her to return before the rest of the group. The parents/carers will be responsible for any expenses incurred as a result of this. Parents/carers may be required to collect their child from London.

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