



Shropshire  
Gateway  
Educational Trust

# Lacon Childe School

*more than just a school*

Headteacher: Darren Reynolds, B.Ed., NPQH  
Deputy Headteacher: Mrs. R Croxton-Broome, B.A.(Ed)



Ref: JS/PG/8437

6<sup>th</sup> September 2018

Dear Parent/Carers,

## Arthog Outdoor Education Centre - Wales

It is proposed to take a party of pupils, accompanied by teachers, to the above centre for the week Monday 3<sup>rd</sup> June to Friday 7<sup>th</sup> June 2019. The Centre is situated on the western coastal limits of the Snowdonia National Park overlooking the Mawddach Estuary in an area ideally suited for conservation work and outdoor pursuits. The Centre has comfortable dormitory accommodation, permanent kitchen staff, library and laboratory facilities, classroom and effective drying rooms.

Although the week is a lot of fun if everyone takes a full part, it is also about collaborative working and team development; the promotion of independent decision making; shared responsibility and sustainable use of resources. The week meets a wide variety of curriculum aims. I feel it is important to emphasise that **ALL** the instructional staff at the centre are fully qualified and hold nationally and internationally recognised qualifications in outdoor education.

Pupils will leave school at 9.00 a.m. on Monday 3<sup>rd</sup> June and return approximately 4.30 p.m. on Friday 7<sup>th</sup> June 2019. Pupils will take part in a wide range of outdoor adventurous activities, including rock climbing; kayaking or canoeing; surfing or "sit-on-top" kayaking; gorge walking; rope courses and orienteering. In addition, they will take part in the John Muir Award at "Discovery" level, including a short conservation topic. It should be noted that some activities are weather dependent and may be changed at short notice.

The cost for each pupil for this visit to Arthog will be £305.00. Having considered other options, the centre at Arthog still represents good value for money. **THERE ARE 80 PLACES AVAILABLE** although the booking will be confirmed in multiples of 10 pupils. If the level of support is sufficient it will be possible for the trip to go ahead. This sum covers the costs of return transport to the Centre, accommodation, fully qualified instructional staff, overnight emergency duty staff, use of specialist equipment, food and a very small contingency.

Payment for this course is by staged deposits. The latest payment dates are listed below. Payment may be made in more regular, smaller amounts after the first deposit is paid. This contract for payment is between yourself as parent/carer, and Arthog Outdoor Education Centre (Telford and Wrekin Council), and we must abide by their payment policy.

**Cancellation Policy:** The first deposit is non-refundable, unless a medical certificate is provided or a reserve pupil is able to take the place.

- Cancellation within 9-6 months before start of the course – 25% of cost - £75
- Cancellation within 6-4 months before start of course – 75% of cost - £225
- Cancellation within 4 months of the start of course – 100% of the cost

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## The Shropshire Gateway Educational Trust

A charity and company limited by guarantee registered in England and Wales, company number 9115941

**Insurance:** Telford and Wrekin Council carries appropriate public liability insurance to cover claims arising from negligence or that of its employees, and is under no obligation whatsoever in respect of personal injury or loss. We strongly advise you to arrange Personal Accident Insurance.

**Payment Schedule:**

	Initial Deposit by Friday 28 <sup>th</sup> September 2018	£75
Then:	Friday 26 <sup>th</sup> October 2018	£50
	Friday 30 <sup>th</sup> November 2018	£70
	Friday 31 <sup>st</sup> January 2019	£50
	Friday 28 <sup>th</sup> February 2019	£60
	Total	<u>£305</u>

In all cases, final payment MUST be made by the end of February 2019 to enable the school to pay the final invoice. If final payment is not received by this date, the place on the visit will be considered cancelled and subject to the cancellation policy. Please note that cancellations within sixteen weeks of the event will result in the full cost of the trip being forfeited, unless a replacement pupil takes the available place.

**On-line Payments:** This is now available to all parents/carers who have registered with ParentMail and is the preferred method of payment for all visits, trips and payments to the school. You will be able to make payments using the **payments section** in your **ParentMail account**. We currently still accept payments by cash or cheque (payable to The Shropshire Gateway Educational Trust).

**Personal Data:** Personal data will only be shared with specific staff, to safeguard the interests of all participants and staff. This will include relevant medical details; food allergies; behaviour management information etc. In addition, next of kin and emergency contact details will be required. This information will be securely stored and destroyed following the course. If there has been an incident or accident, the school and Telford and Wrekin Council will retain such records electronically until the young person reaches the age of 25, (or for 7 years in the case of an adult), when they will be destroyed.

Due to the nature of this visit, we reserve the right to refuse a place to any pupil on the grounds of poor behaviour or health. We will expect pupils to agree to a code of behaviour similar to that expected in school, in relation to this visit. In serious cases of misbehaviour, the Head of Centre may require a pupil to return home. This will be at the parent/carers expense.

To secure a place on the visit, please complete the attached information sheet and return with the initial deposit of £75 (by ParentMail, cash or cheque) by Friday 28<sup>th</sup> September 2018. Please note, that if more than 80 pupils apply for a place, names will be drawn from a hat.

Yours sincerely,



*ps* J. Stacey (Mrs)  
Head of Geography