

2. Subsequent Letter

***** 201* Dear Parent/Guardian,

***** School Year *** (Location***) Camp

(**** Dates****) 201*

Student_____

Balance paid so far_____

Please note that the next (final) payment, and medical form, are due by Friday *** March at the latest.

Would you please return the attached parental consent and medical forms so that we are aware of any medical conditions which need special attention. The National Health number is essential so please make every effort to find this out from your doctor's surgery.

General Information

The address of the campsite is:

Students are camping and are not contactable directly. In cases of EMERGENCY ONLY the company director Steve Ranger can be contacted on 07966 275226 or Paul Morley on 07973 373115 at any time (answering service available); or (*****teacher) on *****.

Instruction

Instruction on the course is provided by the Trekking Company. During activity sessions all matters relating to safety and instruction are dealt with by their instructors, and at all times pastoral care is provided by the school staff. The Trekking Company is a local company and you can be confident that the instruction is of the highest standard; we have been organising trips with the company for *** years now and have found them to be excellent. The company is fully licensed under the Young Persons' Safety Act for outdoor activity providers.

All instructors are fully qualified in the activity that they are directly supervising and the school holds full details of these qualifications, as well as having organised camps with the company for a number of years. The company is licensed under the Outdoor Adventure (Young Persons' Safety) Act, registered number R0043, details at www.aala.org.uk and the company is responsible for organising, running and managing the safety of all instructed activities.

The Weather and Activities

It is normal for the weather to be variable in upland areas, and the activity schedule takes account of this. However all outdoor activities are highly weather dependent and the instructors retain the right to cancel or curtail any activity for weather related (or other) safety reasons. We hope that you will agree the vital importance of this. In the unlikely event that an activity is cancelled or curtailed we will organise the best alternative available, and will try to ensure that every student has had the opportunity

to try every activity. It should be stressed that this would be very unusual but you should be aware that it is a possibility.

Transport is by coach/minibus to and from the venue and locally to the activities. All coach/minibus seats are forward facing with seatbelts, and drivers are qualified according to the School's policy on minibus driving.

The Group: There are *** students participating. Students will be supervised by school staff; there may be times when students are supervised by instructional staff. There will be short periods where students are more indirectly supervised such as on a brief village visit or motorway service stop. School staff attending are

Insurance

Insurance is provided by the recommended school journey insurers for ***** Educational Authority, Zurich Municipal. More details will be outlined at the meeting evening for parents (see below).

Camp Kit

A Kit List is attached. If there are any problems with items on the list, please contact *****. It is advisable that the clothes are old but serviceable; expensive designer labels and fashion gear may get damaged and will certainly get wet and dirty.

Occasionally pupils wish to bring tents – if this is the case please bring them in the week prior to camp to show to *****.

Please note that the Kit List mentions the school and ***** LEA's policy that students may not carry mobile phones on school visits. This follows Department of Education guidelines and is common to all Education Authorities in English and Wales. Please be certain not to allow your son or daughter to take a mobile phone on this trip.

First Day Procedure

Students will leave after school on ***** at ****p.m. Campers may come into school out of uniform for that day. Kit must be left in ***** at 8.30 where it will be locked up for the school day. Pupils then report to the **** area after school.

Meeting

There will be a meeting for all those going prior to the course in ***** – students will be notified via registers.

Medication

Any medication required by your child should be clearly labelled with name and dose. Students should hand this medication to ***** (see medical form) for safe keeping whilst on camp.

Return

The coach/minibuses should arrive at the ***** on ***** at approximately ***p.m. The school will be notified of any significant delay and a notice will be pinned on the main entrance doors.

Camp Information Meeting – An information meeting will be held on ***** in ***** at 7.00p.m. so that you may see slides of the camp and activities , and ask

any questions that you may have regarding the trip.
Yours sincerely

A. Teacher