Thursday, 13 June 2019

Dear Parent/Carer,

The following visit is being planned for year 7, 8 and 9 on a first come first serve basis (payment must be received on Parent Pay and the attached Code of Conduct form completed for you to confirm your child’s place). However, students who are deemed a risk due to behaviour may be prohibited from attending the trip and we may decide not to accept students onto the trip if we believe that they may not comply with the high standards of behaviour expected.

Place of visit: Leeds Castle

Reason for visit: Year 7, 8 and 9 Character Building Trip

Date of visit: Wednesday 10th July

Travelling by: Coach

Departure time: **9:00am** - Depart Aylesford School

 9:30am - Arrival

  2:00pm - Depart

Estimated return time: 2:30pm - Aylesford School

COST: **£21.00**

Students will be travelling via coach to Leeds Castle. This will be a chance for students to use their character strengths and team building skills outside of the classroom. Students will have the opportunity to play crazy golf, experience the maze and develop their historical knowledge on English Heritage. This a non- school uniform trip.

Please think carefully before committing yourself to this activity, as a refund may not be possible if you withdraw before it takes place. As I am sure you will agree, a very high standard of behaviour is expected, so a Code of Conduct contract is attached. Please read and sign this together. The Code of Conduct contract and reply slip must be returned to Main Reception **by Friday 28th June.**

Yours sincerely,

Mr C Duff

Progress Leader Year 7

Re: Trip Wednesday 10th July 2019 Please return this form to the School Office and make a payment of **£21.00** by **Friday** **28th June 2019**

I give permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Mentor group \_\_\_\_\_\_\_\_ to attend the trip to Leeds Castle. I give my consent for any emergency medical treatment.

Home address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency contact number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I have made an online payment of £21.00 using parent pay

CODE OF CONDUCT FOR STUDENTS TAKING PART IN VISITS ORGANISED BY AYLESFORD SCHOOL.

1. Students will be bound in general by the Code of Conduct of the School, except that uniform will only be worn on specific occasions.
2. Students will follow the instructions of the adults in charge of the party and those in responsibility at visit centres. They will pay particular attention to instructions given to protect their welfare and safety and follow them quickly and completely.
3. Students will do nothing to endanger the health or welfare of any member of the party or any other person.
4. Students will not purchase or consume alcohol, purchase or smoke cigarettes or purchase any type of weapon (e.g. knives) or fireworks, during a school visit.
5. Students will uphold the good name of Aylesford School at all times.
6. Punctuality is essential – be ready and waiting for all programmed activities.

I have explained to my child that he/she is required to follow the instructions of the teacher in charge of the visit and other accompanying adults and to follow this Code of Conduct. I understand that if my child behaves in a way that puts others at risk or that constitutes a serious breach of this Code of Conduct, he/she may be sent home without financial redress. I understand that the School cannot be held responsible for any loss or damage suffered by my child during or arising out of the visit other than that caused by negligence of the School or its employees. I agree to pay for any damage that may be caused by my child to the person or property of any other party or parties during the trip. I understand that details of the insurance arrangements are available for inspection and that I may take out extra cover by contacting the party leader or by making my own arrangements.

We are very proud of the achievements of our students and we want to be able to celebrate these achievements with the school and community. As part of this, we want to capture these moments and use photographs and videos of our pupils to celebrate the character strengths they show in the event they are taking part in. I give my consent for photos of my child with their name to be used in classroom, corridor and entrance displays.

YES/NO Signed……………………………………. (Parent/Carer)

YES/NO Signed……………………………………. (Student)

I give my consent for photos and the name of my child to appear on the school’s website and social media sites (this includes Facebook and Twitter).

YES/NO Signed……………………………………. (Parent/Carer)

YES/NO Signed……………………………………. (Student)

If you agree to all of the above please print and sign below:

PRINT Parent/Carer’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Carer’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_