



March 2019

Dear Parent/Carer

Day Trip to Northern France: Friday 17th May 2019 & Friday 7th June 2019

I am writing to invite you to an information evening for the above trips, which will take place in the Sixth form centre at 5.00pm on Wednesday 1st May.

At this information evening, you will be asked to check the details you provided on the EV2 and fill out a medical consent form. The trip first aiders for both trips will be present, Mr Coniam (17th May) and Mr McAlaney (7th June).

I have attached a copy of the rules and code of conduct for the visit; please could you read this and discuss the contents with your child, then sign, detach and return the reply slip at the bottom of this letter. This can be done at the meeting or sent in to Mrs Boyer in the MFL Department.

If you have any queries before the visit, please contact Mrs Boyer by e-mail at: [rboyer@bulmershe.wokingham.sch.uk](mailto:rboyer@bulmershe.wokingham.sch.uk), or by phone on the school number below.

Yours sincerely

Mrs R Boyer  
Teacher of French

Mrs K Potter  
Head of MFL

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Educational Visit to Northern France May 2019 and June 2019 – PARENTAL DECLARATION

student's name: ..... tutor group: .....

I/We have read the contents of the Code of Conduct and Guidance Notes and discussed this with the student named above, who agrees to comply with all instructions given.

signed : ..... parent/carers date: .....



## EDUCATIONAL VISIT TO NORTHERN FRANCE – Friday 17th May 2019 and Friday 7<sup>th</sup> June 2019

### Code of Conduct and Guidance Notes:

Take careful note of the following arrangements and details, then please sign, detach and return the reply slip at the bottom of the attached letter.

Passports: every student must have a valid passport. Please bring your child's passport with you to the meeting, and their European Health card - these will be securely stored in the school safe prior to the trip.

Insurance: the visit is insured by Halsbury Travel.

Parental consent forms: please ensure that you have completed the EV2 form and medical consent form. Any medication required by your child must be clearly labelled with name and instructions and handed to the first-aider before our departure. PLEASE NOTE, medication can only be administered by the first-aider with written permission from the parents.

Organisation of visit: the group leader is Mrs Boyer and there will be four additional adults accompanying the visit. NO STUDENT MAY LEAVE THE GROUP AT ANY TIME. Students must remain in groups of three or more when given free time.

Valuables: students will be responsible for their own money and valuables such as personal stereos, mobile phones, cameras, etc. The school will not be responsible for any loss or damage to such items.

Behaviour: students are reminded that they are to behave in a manner which is respectful to people and property at all times.

Food: all students should bring money to purchase food for the journey or a packed dinner/breakfast.

Students may wear their own clothes. They are reminded that, although they are not in uniform, they will still be representing The Bulmershe School.

Pocket money: pocket money will be needed for 'extras' such as drinks, buying souvenirs, postcards, etc. Students should arrange to exchange their money into Euros before the journey. We would suggest the equivalent of between £40.00 and £60.00. Students will be responsible for looking after their own money.

Please do not forget the following items:

a waterproof coat

comfortable walking shoes

pocket dictionary/phrase book (optional)

camera (optional)

a pen or pencil to complete the activity booklet

Students are expected to make every effort to participate in all the activities associated with this visit.

Contact numbers for emergencies only:

Mrs Woodfin (Head Teacher): 0118 935 3353 (Day)

Mrs Boyer (Emergencies only on the day): 07860812487 (school mobile)