



17 September 2015

Dear Parent/Carer

**PGL Adventure Activity Weekend: Friday 29th April 2pm– Monday 2nd May 2016
(Bank Holiday return approx. 3pm) (Key Stage 3)**

We are proposing to take a group of students on an adventure activity weekend with PGL in Caythorpe, Lincolnshire. This is an annual educational visit designed to increase motivation levels, teamwork, individual responsibility, learning of new skills and striving towards excellence. The vast majority of the activities on the trip will involve heights. For further details regarding PGL centres and activities please visit the PGL website: www.pgl.co.uk

The visit will take place from Friday 29th April to Monday 2nd May 2016. We will be travelling by coach, leaving the Academy at approximately 2.00pm and arriving back at the Academy around 3.00pm. The students will be supervised by staff at all times. Please ensure that you arrange for a safe journey home for your child from the Academy.

To enable the visit to go ahead we need a payment for each student of **£140.00**. The price includes accommodation in dormitories (including en-suites); all meals (breakfast, lunch and dinner including a meals on Friday upon arrival and before departure on Sunday); evening activities, and many outdoor pursuit activities. Bedding is also included in price. Unfortunately, if we do not receive sufficient funds to cover the cost of the trip it will not take place.

To reserve a place for your son or daughter, please pay the deposit of **£50.00** by 9th October at www.parentpay.com and tick the consent. If you have not yet activated your Parentpay account or have any other internet access issues please contact the Finance Office for assistance, please do not bring cash or cheques into school. A copy of the Trip Consent can be found on the Academy website under Parents/General. All trip spaces are on a first come first served basis and this is limited to 40 for this trip.

Further payments are due **£50.00** by 3rd December and **£40.00** by end of February 2016. All payments are non-refundable (unless the trip is cancelled by the Academy), since the Academy has to make non-refundable advance payments to PGL

If your child is in receipt of free school meals, you **may** be able to access financial support from Pupil Premium for this trip. If you are not eligible for free school meals but are currently experiencing financial hardship, the Academy may be able to support you. If you wish to apply for Pupil Premium or to discuss current financial hardship please contact the Finance Office.

Enclosed is a copy of our Code of Conduct for Educational Visits to which all students are expected to adhere. Please also complete and return the attached PGL Parental Consent form. A full kit list and itinerary will also be issued to each student during the weeks preceding their visit.

Please be aware that the Academy reserves the right to review eligibility for a place on this trip if any student's motivation and participation levels or behaviour standards reduce unacceptably. If this should be the case, a refund (less an administration fee) will only be given if the place can be filled by another student.

Please do not hesitate to contact me if you require any assistance or further information at this stage.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M Hall', with a small flourish at the end.

Ms M Hall
PE Team

Please fill this form in and return to the Finance Office once you have made payment.

Parent consent form

IMPORTANT INFORMATION

CHILD'S FULL NAME: _____

FULL POSTAL ADDRESS: _____

DATE OF BIRTH: _____

PARENT/GUARDIAN NAMES: _____

TELEPHONE NUMBER: DAY _____

EVENING/MOBILE _____

MEDICAL AND DIETARY NEEDS

NAME OF DOCTOR: _____

TELEPHONE NUMBER: _____

PLEASE GIVE DETAILS OF ANY MEDICAL CONDITIONS, ALLERGIES AND CURRENT MEDICATION: _____

IS YOUR CHILD ALLERGIC TO ANY MEDICATION? Yes/No

IF YES, PLEASE GIVE DETAILS: _____

PLEASE GIVE DETAILS OF ANY SPECIAL DIETARY REQUIREMENTS: _____

Swimming Ability

Is your child able to swim 50 metres or more? Yes / No

Is your child unable to swim 50 metres or more but is confident in water? Yes / No

Is your child unable to swim? Yes / No

Declaration

I have read the information sheet provided and agree to my child's participation in the activities described. I believe that the information provided above is correct and will notify the course organiser of any changes as soon as possible. I agree to my child receiving medication as instructed and to any emergency dental, medical or surgical treatment as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Signature of Parent/Carer _____ Date _____

The personal information supplied will only be used to allow PGL employees, agents, subcontractors and suppliers to provide the promised service to PGL's normal high standard.