

May 2019

Dear Parent/Carer,

**Year 7 Geography field trip to Littlehampton and Maths and Science Enrichment activities at the Weald - Friday 28th June and Monday 1st July 2019**

As part of the ACE week activities all Year 7 students will travel to Littlehampton for a Geography field trip in order to undertake a variety of coastal fieldwork activities as per curriculum requirements, and have one day in school taking part in Maths and Science enrichment activities. Students will have three periods each of Maths and Science activities run by the departments.

Students will take part in these activities either on Friday 28<sup>th</sup> June or Monday 1st July according to their Learning group:

Date	Learning Group	Activity
Friday 28 <sup>th</sup> June	7A, 7B, 7C, 7D and 7E	Littlehampton fieldwork
	7F, 7G, 7H, 7I and 7J	Maths and Science enrichment
Monday 1st July	7A, 7B, 7C, 7D and 7E	Maths and Science enrichment
	7F, 7G, 7H, 7I and 7J	Littlehampton fieldwork

**Trip information**

Students will be travelling by coach to Littlehampton and will need to be at school at the normal time. The fieldwork activities will be carried out in class and small groups under the supervision of a member of staff. Students are not required to wear school uniform, but **clothing should be suitable for working on the beach and for changeable weather**. In addition students should bring:

- A waterproof jacket - fieldwork will still go ahead in the event of rain
- Sunscreen and a hat - it might be hot!
- A clip board or something to lean on, covered with a plastic bag
- Pens, pencils, etc.
- A packed lunch - including bottled water
- A small amount of money (there may be opportunity to purchase snacks but this is not guaranteed).

We expect to return back to school by the end of the school day for students to use their usual school transport. In the unlikely event that we are delayed, it is your responsibility to ensure your child can return home safely. We recommend you stay in touch by mobile phone.

**Trips fees and payment**

You are invited to contribute **£7.50** by **Friday 7<sup>th</sup> June 2019** to secure a place. You are not obliged to make this contribution, but if insufficient funds are received, it is likely that the trip will be cancelled. If you are unable to contribute, please contact me directly to discuss further.

Parents/carers should pay for the trip using ParentPay, at [www.parentpay.com](http://www.parentpay.com) using their unique login and password. Please note that payment for the trip through ParentPay acts as parental permission and therefore no reply slip is necessary. If you would prefer to pay by cash, you may do so at your local Paypoint retailer using a barcoded letter. Please request this letter from the finance department (tel: 01403 787223 or email [finance@theweald.org.uk](mailto:finance@theweald.org.uk)).

Please note that payments are non-refundable as the school makes a financial commitment to the tour operators and other companies based on the number of places we book. Should you secure a place for your child and subsequently decide to cancel, you may be liable to pay any outstanding balance in full, which we have already committed to the operators or venues. However, if your child is unable to travel due to ill health, a medical certificate to cover the date/dates involved from GP/hospital will be required, in order that a claim can be made through the school insurance. Without this evidence we will be unable to make any refund.

#### **Terms and conditions**

As you know, we have the highest expectations of our students for their behaviour and conduct around school, and they rarely let us down. However, please be aware that your child's place on any school trip is dependent on their ability to cooperate fully with staff and other students, to be a responsible member of our community and to comply with school rules. In the unlikely event that a member of staff feels this is not the case, they reserve the right to withdraw a child from a trip for safeguarding purposes. Please note that payments are non-refundable and you may be liable to pay any outstanding balance in full, which we have already committed to the operators or venues.

We would encourage you to read all trip terms and conditions, including cancellation policies, medical, refunds and student expectations on our website under School Information, After School Activities & Offsite Enrichment Activities or by using the following link <http://bit.ly/2s4PgDq>.

To help keep our records up to date, please inform us of any changes to your child's personal or medical information. This can be updated through the online Parent Portal or Pupil Reception.

Should you have any questions, please contact me directly via email.

Yours faithfully,



Miss C Power  
Subject Leader for Geography  
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