



Headteacher: Mr. M. Smallwood

Registered Office:

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5th September 2011

Dear Parents/Carers,

I am pleased to inform you that the History Department is arranging its bi-annual Key Stage 4 and 5 trip to Belgium and France from Thursday 9th February to Sunday 12th February 2012 to visit the battlefields and memorials of the First World War around the Somme and Ypres areas. The trip has proved to be a very worthwhile and moving experience for our pupils on previous occasions.

The itinerary for the three days will be as follows:

Thursday 9th February

- Depart from school at approximately 11pm and drive to Cheriton for the Channel Tunnel to Calais.

Friday 10th February

- Continue to Ypres to visit In Flanders Fields Museum.
- Sightseeing around Ypres.
- Attend the Last Post Ceremony at Menin Gate.
- Travel to our hotel.

Saturday 11th February

- Visit the sights and memorials of the Somme battlefields, including Newfoundlanders' Memorial and the trenches.
- Visit Vimy Ridge and the best preserved trenches and dugouts.
- Time to shop at a local hypermarket.

Sunday 12th February

- Visit Sanctuary Wood and memorials and the Ypres Salient.
- Lunch in Ypres.
- Begin journey home via Calais and Cheriton.
- Arrival time at school is expected to be 11 pm.

The cost of the trip is estimated at £220, based on 42 pupils participating; please note that the final cost might vary slightly based on final numbers. This includes the use of a private coach throughout, accommodation (in a hotel, which we will not have exclusive use of), full insurance, evening entertainment and all meals on the continent from dinner on 10th February to lunch on 12th February. A packed breakfast/lunch will be required for the outgoing journey and on return, pupils will be able to purchase dinner at a motorway service station, which is not included in the cost.

Please fill in the attached form, if you would like to register your child's interest in the trip; your child will need to return this form to me as soon as possible, but before **Wednesday 21st September**. This trip is usually oversubscribed and places will be largely allocated on a first come first serve basis. I do, however, have to take into account the number of boys and girls attending the trip, as all rooms are twin rooms and a mix of pupils from Years 10-13 is required.

At this stage, we do not require any payment from you and I will contact you if your child has been allocated a place. Once we have details on the final numbers for the trip, you will be sent a letter confirming your child's place on the trip and only then will we require the deposit from you of £50 by **Friday 30th September**. In addition, you will be sent consent and medical forms that your child will need to take to Student Services once completed. Please note that the deadline for the final payment will be **15th December 2011**.

Yours sincerely,

Miss L McIntyre
History Teacher

Mrs A McPartland
Business Manager

REPLY SLIP

KS4 and 5 History Trip to the Belgium Battlefields 9th-12th February 2012

Please return to Miss McIntyre by break on Wednesday 21st September 2011 ensuring that BOTH sides of the sheet have been signed in the relevant spaces.

Student Name: _____ Form: _____

I/We would like our son/daughter to attend the History Trip to the Belgium Battlefields in 2012.

I/We understand that once we receive confirmation that son/daughter has obtained a place on the trip we agree to make the following payment deadlines:

£50 deposit by Friday 30th September 2011

£170 final payment by 15th December 2011

Emergency contact details and further detailed medical information will be requested nearer the departure date.

PLEASE ENSURE THAT THE CODE OF CONDUCT OVERLEAF IS SIGNED BY YOUR SON/DAUGHTER AND YOURSELF

Signed: _____ Date: _____
Parent/Carer

PLEASE DO NOT INCLUDE AND PAYMENT AT THIS STAGE

Please also remember to return the signed Code of Conduct.

CODE OF CONDUCT

In order to ensure a happy and successful trip for all, we expect participants to behave in an acceptable and responsible manner.

This will include the following instructions:

- No smoking or drinking alcohol
- Remain in the same groupings unless a teacher has given permission to change
- Remain in your own rooms after a set time each evening as requested by members of staff
- Attend all meals. If you suspect that your friends are not eating enough please let a member of staff know
- Be punctual at all times
- Participate in all activities. You will not be able to remain in your room on your own
- Behave sensibly at all times, you are representing yourself, your school and your country
- Be courteous to all members of staff, other pupils and people met whilst on the visit
- Respect each other's belongings
- Be responsible for your own possessions i.e. money, cameras etc

If participants fail to adhere to any of the above instructions the incident will be reported to the Headteacher and parents will be contacted. Depending on the severity of the incident you may be excluded from any future trip.

Student Name: _____

Form: _____

Signature: _____

Date: _____

Selection

As part of the overall risk assessment which will be carried out, the party leader will consider whether or not any pupil represents a health and safety risk on the trip. It is important that pupils who wish to participate in the trip have been able to demonstrate in school that they are able to observe rules and regulations correctly and do not demonstrate behaviour which would not represent potential risks when on a visit abroad.

Where the party leader believes that a pupil could represent a health and safety risk, we will discuss this initially with the parents and pupil. If, after this discussion, the party leader continues to believe that health and safety risks are such that a pupil should not be allowed on the trip, this recommendation should be submitted to the Headteacher with supporting evidence. The Headteacher will take this recommendation and evidence to the Governors' Committee responsible for approving trips, where a final decision will be made.

Please note that unless a replacement can be found for them on the trip, you will be liable to pay any costs incurred to date.

Parent/Carer Signature: _____

Date: _____



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October 2011

Dear Parent/Carer

History Department Belgium Battlefields Trip 9th - 12th February 2012

Medical information and emergency contact details

Attached is a medical and emergency contact details form. Please complete it and return it to school for my attention by **Friday 11th November 2011**.

I would also like to take this opportunity to remind you that I need a copy of your child's passport and EHIC card before we travel. Please also mark these for my attention and ask your child to bring them to me, again by **Friday 11th November 2011**.

Payment

Thank you for the payments you have made so far; as a reminder, the final payment, totalling £220 must be made by **Thursday 15th December 2011**. I need to pay the tour company soon after the final payment, so would be grateful for prompt payment.

Information Evening

An information evening for parents of all students attending the trip will take place on **Monday 23rd January 2012** at 7pm in the main school hall. You will be given important details about the trip and your attendance would be very much appreciated.

If you wish to discuss anything relating to the trip, then please do not hesitate to contact me at school.

Yours sincerely

Miss L McIntyre
Trip Leader

Mrs A McPartland
Business Manager