



CATERHAM SCHOOL

13 January 2011

To Parents and Guardians of Fourth Year pupils studying 3D Design

Dear Parents and Guardians,

For the start of the next unit of work in 3D design, we will be taking a day trip to the Victoria and Albert Museum in London, on Tuesday 25 January. We will be leaving at 9am and will be returning to School by 4pm.

The visit will be used as a starting point for the pupils next coursework project so each student will need to bring their own drawing equipment, school sketchbook and digital camera (if they have one). Packed lunch will be provided and students may wish to take a small amount of pocket money for use on the day.

Students will be allowed to wear their own 'sensible' clothes, but I will be expecting high levels of behaviour throughout the day and will not tolerate anyone who does not abide by this.

Could I ask you to please fill out the attached parental consent form and return it to me by Thursday 20 January.

Yours sincerely

Collette Pateman
3D Design
collette.pateman@caterhamschool.co.uk



CATERHAM SCHOOL

PARENTAL CONSENT FOR SCHOOL DAY TRIP

Trip Description: **Fourth Year 3D Design Trip to The Victoria & Albert Museum**

Date: **Tuesday 25 January 2011**

Trip Organiser: **Miss Pateman**

I accept the School's offer to take my son/daughter on the above journey, and agree to their taking part in all activities described in the information sheet. I agree to the cost of the trip being added to my School bill.

Name of studentForm.....

I agree to authorise any member of staff during the course of the trip to approve such medical treatment for my son/daughter as is deemed necessary in any emergency or upon the advice of a qualified medical practitioner.

Any medical condition from which my son/daughter is suffering, to my knowledge, is described in a separate letter attached to this form, which also sets out any special medical requirements (such as drugs or other treatment) which may be required. The letter should both authorise staff to administer medicines and state appropriate dosage and frequency.

Please note that the School can not take responsibility for any existing ailment about which the School was not informed explicitly on this consent form.

**I agree to my son/daughter making his/her own way home from Caterham Station.
(please delete if this does not apply)**

Letter attached: YES / NO

Signed
(Parent/Guardian)

Print Name

Date

Emergency contact number

Information on the school's Policy for Welfare, Health & Safety on School Trips can be found on the website at www.caterhamschool.co.uk