

THE
GOOD
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GUIDE



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CATERHAM SCHOOL

BIOLOGY DEPARTMENT
diligenter laborando ludendoque

Winners of Good Schools Guide Awards for 6 consecutive years

May 2011

Dear Parents and Guardians,

Re: BIOLOGY FIELD TRIP TO DALE FORT, PEMBROKESHIRE AUGUST 2011

In September 2010 you paid a deposit for the A2 Biology residential field trip, where pupils will have the extraordinary opportunity to study ecology of rocky shores, salt marshes, succession, zonation and other aspects of Marine Biology at the stunning field centre, Dale Fort in Wales. During the week we will cover a great deal of the theory required for A2 Unit 4 and the statistics work required for the A2 practical exam.



Caterham A Level Biologists out at sea sampling plankton at Dale Fort Field Centre in Wales.

The week will be great fun and very hard work, and the pupils should learn a great deal.

SCHEDULE:

We will depart from Caterham School at 8.15am prompt on Friday 26 August. We will meet in front of the main School building. **Please can you ensure that your son/daughter arrives no later than 8.00am.**

We will arrive back at Caterham School, traffic permitting at approximately 8.00pm on Wednesday 31 August.

IMPORTANT NOTICE REGARDING PUPIL BEHAVIOUR

We are very privileged to be able to go Dale Fort – it is the best field centre in this country and has a massive waiting list. Our ability to go next year will depend on the example set by the pupils this year.

SCHOOL POLICY ON SCHOOL TRIPS

Drinking alcohol – pupils are not allowed to drink alcohol on school trips

Behaviour on a School trip - it is expected that all pupils observe the highest standard of politeness, courtesy and conduct at all times. The pupils, even out of school time, are representing the School and it is expected that they will do everything in a way that reflects positively on them as well as the School.

In the case of a pupil being sent home for misbehaviour or for drinking alcohol, then the parents will be expected to pay all costs incurred.

Dale Fort is a Residential Field Studies Centre with a strict **NO ALCOHOL rule**. Pupils must follow this rule. Any pupil found in possession of alcohol or who has been found to have drunk alcohol at any time during the trip will be sent home immediately. Your return of the attached form with the balance of the payment due is also taken as acceptance that your son/daughter is aware of the rule and what will happen should they not comply. We apologise for being so strict, but the field centre is next to a cliff and for health and safety we cannot allow any alcohol to be drunk.

Pupils Left Unsupervised

Although pupils do not need to leave the site of the field centre during our stay, there will be times when the pupils have free time to relax and will be unsupervised, when they might walk down into Dale. During this time I will insist that the pupils never go off in groups of less than three and always have a report back time. Pupils will never be allowed to swim or take part in any activity that may cause harm unsupervised.

Payment of the Balance of the trip

The total cost per pupil for this trip will be £320.00
In September you paid a deposit of £50.

The balance due therefore is £270. This cost will be added to the School bill. If you do not want it added to the bill then please can you send me a cheque for £270 (made payable to

Caterham School) by Monday 9 May. If I do not receive it by this date I will assume you are happy for me to add it to your School bill.

If your son/daughter is planning to carry on Biology to A2, then it is essential that he/she attends this course. Should you decide that your son/daughter is not going to carry on to A2 then they should not attend the field course, but the deposit paid in September is non-refundable.

Please can you return the attached slip and the parental consent and medical forms

Yours sincerely,

DAN QUINTON
Head of Biology

.....
Please return this reply slip to Mr Quinton by Monday 9 May.

I confirm that my son/daughter.....will attend the Biology field course to Dale Fort Friday 26 August – Wed 31 August 2010.

I understand that the £270 will be added to the School bill (or attach a cheque for £270 made payable to Caterham School).

My son/daughter is fully aware of the strict NO ALCOHOL rule at Dale Fort, and understands that they will be sent home immediately, and at their own expense, should they fail to comply with this rule.

Please note regarding insurance the trip is covered by the school's HSBC School Journeys and Trips Policy. Further details can be obtained from the Estates Bursar.

Signed

.....

Date:.....

Please can you also give me an email address for you (parent) in case I need to contact you over the Summer holiday.

.....



CATERHAM SCHOOL

PARENTAL CONSENT FOR A UK RESIDENTIAL SCHOOL TRIP

Please complete this form using BLOCK CAPITAL LETTERS

This form, or a copy, will be taken by the group leader on the trip. A copy will be retained by the SMT emergency contact.

Trip Description.....
.....

Date(s) of Trip : From.....To

Trip Organiser

Name of pupilForm

Pupil's date of birthdaymonthyear (e.g. 12.10.1994)

Parent/Guardian's name (and first emergency contact)

.....

Parent/Guardian's address.....

.....

.....

Telephone numbers:-

WorkHome

Mobile

Alternative Emergency contact name

Alternative Emergency contact address

.....

.....

Alternative Emergency contact Telephone numbers

WorkHome

Mobile

I will inform the Trip Leader as soon as possible of any changes in the details given on this form between now and the commencement of the trip.

Continued overleaf/...

Declaration

I agree to my son/daughter/ward taking part in the trip and confirm I have read and discussed the details on the trip information sheet with my son/daughter/ward.

I agree to my son/daughter/ward participating in the activities described on the trip information sheet.

I acknowledge that my son/daughter/ward understands the importance of behaving responsibly on the trip, in accordance with the details set out in the policy for Caterham School Trips.

I understand the extent and limitations of the insurance cover provided.

Name

Signed..... Date

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



CATERHAM SCHOOL

PARENTAL MEDICAL CONSENT FOR A RESIDENTIAL SCHOOL TRIP

Please complete this form using BLOCK CAPITAL LETTERS

This form, or a copy, will be taken by the group leader on the trip. A copy will be retained by the SMT emergency contact.

Trip Description.....

.....

Date(s) of Trip : From.....To

Trip Organiser

Name of Pupil

Form

Does your child follow a special diet?

Has your child ever had any of the following: YES/NO – If YES please give details

a) Allergies to any know drugs, state name of drug(s)

b) Any other allergies (please specify)

c) Asthma or bronchitis

d) Heart condition

e) Fits, fainting or blackouts

f) Migraine or severe headaches

g) Diabetes (sugar tolerance abnormalities)

Does your child have any other weaknesses or disabilities which require special care or attention?

Give details

.....

.....

Has your child been immunised against tetanus?

Date of last injection

Is your child receiving any current medical or surgical treatment?

If so, are there any special precautions or advice to follow in an emergency?

.....

Please list and give details of any illnesses or accidents that occurred during the last twelve months

.....

.....

National health service number

Name of General Practitioner

Address of GP

.....

.....

Telephone number of GP

I will inform the Trip Leader as soon as possible of any changes in the medical details given on this form between now and the commencement of the trip.

It is essential that in the event of your child requiring emergency medical treatment, that we have your consent for our staff to act on your behalf. Please would you therefore sign the declaration below to give us an authorisation.

Declaration

I agree to my son/daughter/ward receiving medication and emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I give my consent for a member of Caterham School Staff to act on my behalf should my child require such emergency medical treatment.

I agree for my son/daughter/ward to receive non prescribed medication from a member of the Caterham School staff if this is deemed necessary.

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.

Name

Signed..... Date

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

All boarders are normally registered under the National Health Service with the *School Medical Officer, Doctor Christopher Warwick, Townhill Medical Practice, Guards Avenue, Caterham, Surrey CR3 5XL*
Tel: 08445 769218