



# CATERHAM SCHOOL

4 May 2011

To Third Year Parents and Guardians

Dear Parents and Guardians,

## **Third Year Geography - French Le Touquet Trip** **Thursday 7 July 2011**

During the summer Activities Week, the Geography and French Department have arranged an all-day field study trip to Le Touquet, for Thursday 7 July. We will be travelling by coach to Le Touquet, for which there will be a charge of **£30.00** added to your School bill. Pupils should be at school by **6.15am** for a 6.30am departure. Please ensure that your child gets on the correct coach, since there is a First Year trip departing at a similar time. We expect to return to School at 7.15pm.

Pupils will have the opportunity to practice their French and they will also be responsible for buying their own lunches, for which they should have a cash amount of **at least €10**. While they will be assigned to groups under the direction of a member of staff, there will be free time both in the town and on the beach. Members of staff will be easily contactable or reachable at all times.

A **valid passport** and **European Health Insurance Card (EHIC)** are essential. Please provide **photocopies** of these when handing in the correct paperwork. Your son/daughter will hand their actual passport and EHIC to their group leader before leaving School on Thursday 7 July. Finally you will also need to sign the attached **Parental and Medical Consent Form**. To help with the organisation of this trip, please return all **3 items** to your son's/daughter's **Geography teacher** by **Friday 20 May**.

Dress is non-uniform, but all pupils should be sensibly dressed. We will be walking about, so trainers are recommended footwear. There should be no high heels or bare midriffs and T-shirts should be plain. It is likely to be hot and we will be in the sun, so bottled water and sun lotion with a high protection factor is advisable. To accommodate possible variable weather conditions, a jumper and suitable rainwear should be brought along. A rucksack, to hold such items is advisable.

Pupils should not bring along chewing gum, fizzy drinks or chocolate. These will not be allowed on the coaches. Also they should not bring swimming costumes as they will not be allowed in the sea. They may wish to bring an additional small amount of spending money (Euros) for snacks. Staff will not be responsible for looking after money or valuables, the latter such as mobile phones and iPods are taken at your son/daughters own risk. If you have any questions please do not hesitate to contact either of us at School.

***In order to avoid any confusion and to aid our organisation and administration, please could I ask that you use the following check list to ensure you return all the necessary information regarding your son/daughter to their Geography Teacher by Friday 20 May.***

Please enclose the following **3 items** in a **clearly named envelope** (or stapled together) and **return them** to your son/daughters **Geography Teacher**:

- (1)  Completed Parental & Medical Consent Form,
- (2)  A photocopy of your son/daughter's Passport Photo-page.
- (3)  A photocopy of your son/daughter's EHIC card.

Yours sincerely,

**K. S. Wells, French Department**

**J. K. Woolley, Geography Department**



# CATERHAM SCHOOL

## PARENTAL CONSENT & MEDICAL INFORMATION FOR A NON UK DAY 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.*

Trip Description..... **Le Touquet, France**.....

Date(s) of Trip : ..... **Thurs 7 July**.....

Trip Organiser ..... **Mr K Wells & Miss J Woolley** .....

Name of pupil ..... Form .....

Pupil's date of birth ..... day ..... month ..... year (e.g. 12.10.1994)

Pupil's passport details:-

Nationality shown on passport .....

Passport Number .....

Date of Expiry .....

For trips to EU countries, does the pupil have an EHIC Card (EU Citizens only) YES / NO

### MEDICAL DETAILS

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 .....

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Details of any medication being taken at present.....

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

**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 (a copy can be obtained from the Estates Bursar).

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.

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](http://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*