



# St Augustine's Catholic College

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HEAD TEACHER: J C Alsop MSc BA(HONS)

Our ref: JCA/ADS/ZGB  
2 May 2018

Dear Parent/Guardian

## Battlefields Trip 2019

The History Department is organising its sixth annual trip to The Battlefields of the Great War. This opportunity will build on the Year 9 History curriculum and provide a useful experience for those going on to study GCSE History. The details are shown below:

**Destination:** The Battlefields of the Somme and Ypres  
**Date of trip:** Friday 5<sup>th</sup> to Sunday 7<sup>th</sup> April 2019  
**Time of departure:** 12:30 from St Augustine's Catholic College  
**Time of Return:** 23:45 approximately at St Augustine's Catholic College

The cost of the trip is £300.00 which includes;

- An executive coach crossing
- 2 nights' bed and breakfast accommodation in a hotel
- Day 1: A hot meal will be provided for lunch before departure. Students will require a packed supper whilst travelling
- Day 2: Breakfast/packed lunch and supper all supplied
- Day 3: Breakfast/hot lunch and packed supper for journey
- All entrance fees
- The professional services of Anglia Tour guides throughout
- Travel Insurance
- Return shuttle crossings
- A comprehensive tour booklet for each student and a wreath

On day 1, students will require funds to purchase a packed supper to eat whilst travelling.

A presentation for parents, including a chance to ask questions, will be arranged no more than two weeks prior to departure.

If you would like your son/daughter to attend, please return the permission slip and signed behaviour policy below to Reception by **Friday 18<sup>th</sup> May** with your £60.00 deposit or the full payment of £300.00. If you decide to pay just the deposit then 4 further payments of £60.00 will be required in June, August, October and the final instalment to reach us by 21<sup>st</sup> December 2018. For further information regarding payment by Bank Transfer, please contact Mrs Wakely in the Finance Office.

A copy of your son's/daughter's medical form will be carried by the Trip Organiser during the event. May I take this opportunity to remind you to inform the College of any changes to your son's/daughter's medical information, including contact with infectious disease within the seven days prior to departure, by completing a blank medical form (available on our website), and returning it to the Trip Organiser.

Please be advised that St Augustine's Catholic College has an Information Sharing Agreement in place with the Tour Operator, Anglia Tours. In order for Anglia Tours to deliver contracted services to St Augustine's they are required to collect, retain and share various items of personal data or personal sensitive information of our students. By completing the permission slip below you will also be giving your consent for us to share personal and/or sensitive information with Anglia Tours. We will be providing them with the following information:

- Full name
- Gender
- Date of birth
- Place of birth
- Nationality
- Passport number, date of issue and expiry
- Medical and/or dietary information

If you have any queries about the visit, please do not hesitate to contact the Trip Organiser, Mr Sturdee.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J C Alsop', with a long horizontal flourish underneath.

**J C Alsop**  
Head Teacher

To: Reception

Trip Organiser: Mr Sturdee

**Battlefields Trip: Friday 5<sup>th</sup> to Sunday 7<sup>th</sup> April 2019**

I give permission for my son/daughter to attend the trip as detailed above and enclose payment of (please delete as appropriate and make any cheques payable to St Augustine's Catholic College);

- £300.00 for the full amount
- £60.00 deposit to be followed by 4 further payments of £60.00 in June, August, October and December.  
(Final payment to be made no later than 21<sup>st</sup> December 2018)

It is also possible to pay the whole amount or instalments by Bank Transfer. If you would like to use this facility or discuss payment, please contact Mrs Wakely in the finance office.

In order for my son/daughter to go on the trip I agree to Anglia Tours being provided with personal/sensitive data.

Name of student: ..... Form: .....

Signed: ..... Date: .....

Contact telephone number: .....

I give permission for my child to take part in the trip (Name and signature)	
Date of Birth	
Emergency contact number	
Special dietary requirements	
Medical conditions that may affect the tour	
Medicine carried if relevant	
Copy of European Health Insurance card attached (please tick)	
Copy of passport attached (please tick)	

**St Augustine's Catholic College**  
**Behaviour Policy for the Tour to the Ypres and the Somme: Friday 5<sup>th</sup> to Sunday 7<sup>th</sup> April 2019**

The purpose of this contract is to ensure that students and staff have an enjoyable and rewarding visit. It is important that students are well behaved at all times and are good ambassadors for our school. As such, students are reminded that:

- They should be polite and well-mannered at all times
- They should listen carefully to instructions given to them by staff and carry them out without question
- On the coach and train they should behave in a sensible and mature manner that respects the safety and property of others, and use seat belts at all times. This is a legal requirement in France and Belgium
- Normal school rules apply at all times whilst on a residential or school visit
- Alcohol, cigarettes, drugs, knives or other weapons including any kind of gun (including, without limitation, toy, replica or actual), fire crackers, fireworks or other dangerous or illegal items are **NOT** to be brought on or purchased by students
- They should obey the rules of any residential centre, or those given by the members of staff in charge, particularly in relation to sleeping, eating and room allocations.

We would obviously not expect there to be any problems, but because staff will be "in loco parentis" during the trip, it is important that parents are fully aware of the actions which would be involved should these ever be necessary. These are briefly as follows: -

- Students will be reprimanded by staff and given a verbal warning about their future conduct
- Parents will be contacted and informed of persistent problems of discipline
- In extreme cases, students may be sent home, with parents being responsible for all the extra costs involved
- Students who fail to observe this contract may face both an exclusion on their return and a ban on being able to participate in future school visits / residential.

Of course, we start from the assumption that all students will be perfectly behaved and that the sanctions listed above will not be required. **However, the school would be grateful if you could read this document, discuss it with your son/daughter and sign in agreement below, keeping a copy for your own records and returning this copy to the school.**

I HAVE READ THE ABOVE BEHAVIOUR POLICY AND AGREE TO FOLLOW THE CODE OF CONDUCT OUTLINED ABOVE.

Parent's name: ..... Parent's Signature: .....

Student's name: ..... Student Signature: .....