



# St Augustine's Catholic College

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HEADMASTER: David Forster MA(Oxon) MSC NPQH

Our ref: DF/JEH/ZGB  
21 May 2019

Dear Parent/Guardian

## Year 11 GCSE Geography Field Trip

As part of the GCSE Geography course, a field trip has been organised to Leeson House Field Studies Centre, the details of which are shown below;

<b>Destination:</b>	Leeson House Field Studies Centre, Swanage
<b>Date of trip:</b>	Friday 20 September – Saturday 21 September 2019
<b>Time of Departure:</b>	08:00 from St Augustine's Catholic College
<b>Time of Return:</b>	17:00 at St Augustine's Catholic College
<b>Voluntary Contribution:</b>	£100.00

As part of the new GCSE Geography course, students must complete at least 2 days of fieldwork in which they have the opportunity to investigate both physical and human environments. This trip will cover the physical element of the course and we will be studying river processes. As a school we must submit a statement to the exam board confirming that this fieldwork has been carried out. It is also vital in helping students to see the processes they are studying in action and is one of the aspects of studying the subject, which students always enjoy. The fieldwork also forms a compulsory part of their qualification, and they will be examined on their fieldwork and write-up during one of their examination papers. As fieldwork is compulsory, please let me know as soon as possible if your child will not be able to accompany the trip and the reason why they are unable to do so, as this information and the reason for non-attendance will need to be sent to the exam board.

For this examination specification, we have decided to use Leeson House to help deliver the fieldwork. They have designed tasks related to the syllabus we have studied and have expert knowledge of a river location we will be visiting. They are experienced in delivering all elements of the fieldwork and it will allow students to access a range of equipment and technologies for collecting and presenting data, of which the department does not have access. If you would like more information on the centre, please visit their website (<http://www.leesonhouse.com/>), where you will find details on their health and safety policies.

Centre staff will give expert tuition of the sites we will be visiting, but the GCSE teachers will also accompany their students, so the relevant support and supervision can be given. We will be travelling by coach and minibus to the centre and for the visits to each site on the first day.

Taking into account the activities involved and the time of year, students should be equipped with the following items:

- Warm clothing, towels and toiletries
- Strong footwear and indoor shoes (please bring wellingtons too if you have them)
- Waterproof jacket and trousers
- Daysack, lunch box, water bottle
- Spending money (£25.00 maximum)
- Inexpensive camera (optional)
- Writing equipment, folder
- Sun hat and sun cream

Please note that no valuable items should be brought on this trip but we appreciate that students may wish to bring their mobile phones, as many will use these to take photographs. Smartphones can also be used to locate fieldwork sites and link data to locations, allowing students to use GIS. However, it should be noted that these are brought at the student's own risk and the college cannot be held responsible for any valuable items which are lost or damaged.

You should ensure such items are covered by your own insurance. Please also be aware that in order to ensure students get a good night sleep and to avoid any issues arising, their mobile phones will be collected in at lights out on the Friday and returned after breakfast on the Saturday morning. Mobile phones will also not be allowed during mealtimes. As with a normal school day, students will not be allowed to use their phones whilst they are in teacher-led sessions during the day.

On the Friday, students will need to bring a packed lunch. If your child receives free school meals, then a packed lunch will be provided for them.

A voluntary contribution of £100.00 is requested to cover the cost of the trip to cover transport, tuition and full board accommodation. If you would like your son/daughter to take part in this event, please arrange for your contribution of £100.00 to be made using our preferred payment method of ParentMail. Alternatively, payment can be made by cheque or cash and returned to the school together with the permission slip. If you would prefer to pay your contribution in instalments, we request that the first instalment, a £50.00 non-refundable deposit, reaches us by Friday 24 May 2019. The final £50.00 contribution needs to reach us by Monday 1 July 2019. If you wish to discuss any aspects of finance related to this trip including setting up a payment plan, please contact the Finance Office directly, who will be happy to assist you. Please note that if insufficient contributions are received it may not be possible for the trip to go ahead.

A copy of your son's/daughter's medical form will be carried by the Trip Organiser on the trip. 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 diseases within the 7 days prior to departure, by completing a blank medical form which can be found on our website at [www.st-augustines.wilts.sch.uk](http://www.st-augustines.wilts.sch.uk) under 'Key Information' then 'College Documents'.

Due to changes in Data Protection, I am required to inform you of how your child's data will be used whilst we are away and how this will be shared. I will be taking contact information with me and keeping hold of it, but some information needs to be shared by the college with the centre for health and safety and practical reasons e.g. fire drills. Below is a copy of the Privacy Notice from the centre about how this data will be used. The information being passed on has been taken from the data already held in the college about your child's dietary and medical needs (if applicable).

Privacy Notice (taken from the Final Details Pack)

*The information that you provide will be used by Leeson House Field Studies Centre, which is part of Dorset County Council, for the purpose of catering for the needs of a group during their residential visit. It will only be retained for as long as required for those purposes. Your information may be shared with the NHS for the purpose of medical care in an emergency.*

*Further information about the use of personal information is available on our website at [www.dorsetforyou.com](http://www.dorsetforyou.com) or by contacting the Council's Data Protection Officer by email at [data.protection@dorsetcc.gov.uk](mailto:data.protection@dorsetcc.gov.uk) or by post at RMU, County Hall, Dorchester, DT1 1XJ.*

*There are numerous reasons why we require staff/pupil names to be advised for any medical needs or dietary requirements:*

- We cater for pupils with serious medical needs/mobility issues which require additional procedures to be put in place e.g. Personal Emergency Evacuation Plan, with our staff needing to identify the pupil in question by name during any correspondence and then during their stay*
- With the World of dietary requirements being much more complex, we often need to clarify particular diets with schools, and use pupil names so that the school can check with the right pupil and supply us with updated information*
- If a pupil has an epipen for a severe allergy, we ask for a name and a photograph. This is so our staff, particularly our kitchen staff, are aware of this person, can easily identify them, and ensure that all safety guidelines are adhered to regarding their particular allergy*
- We ask school staff to check diets on arrival, as we are regularly faced with changes to diets or even new diets, on arrival. If you/we did not have names to check diets against it would be very confusing to perform these checks and then identify which one to apply the change to*

*Staff and Pupil List and Contact Information (taken from Final Details Pack)*

We require a list of staff and pupils for our records during your stay at the Centre but this information is shredded after your visit.

Additionally we need to have a bedroom list completed showing full names of pupils and staff, to comply with fire regulations. This information is on display during your stay, but this has been checked with our data protection team, who confirmed this was acceptable due to the nature of our centre and for the safety of our young residents.

I can assure you that all information relating to diets, medicals and contact information, received from any school is kept confidentially at all times. All of our staff have undertaken data protection training, and schools can send their information to us by email password protected to further keep the information confidential.

If you have any queries concerning the trip to Leeson House, please do not hesitate to contact the Trip Organiser, Mrs Ewings, by emailing [jeh@sta.cc](mailto:jeh@sta.cc), who will be pleased to help.

Yours sincerely

**David Forster**  
Headmaster

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To: Reception (return by Friday 24 May 2019)

Trip Organiser: Mrs Ewings

**Year 10 Geography Field Trip Friday 20 September - Saturday 21 September 2019**

I give permission for my son/daughter to attend the trip as detailed above. I have paid by ParentMail/enclosed a non-refundable deposit of £50.00 (please make cheques payable to St Augustine's Catholic College). I agree to pay a further voluntary payment of £50.00 by 1 July 2019.

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

Consent for trip, signed: ..... Date: .....

Contact telephone number: .....