



St Augustine's Catholic College

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HEADMASTER: David Forster MA(Oxon) MSc NPQH

Our ref: DF/JEH/ZGB
11 September 2019

Dear Parent/Guardian

Year 13 Geography Field Trip

In order for students to complete their final compulsory fieldwork day as part of their A Level course, a trip has been organised to Leeson House Field Centre in Dorset where students will carry out fieldwork activities related to the Carbon Cycle topic they are studying this term.

Destination: Leeson House Field Studies Centre, Swanage
Date of trip: Wednesday 18 September 2019
Time of Departure: 08:00 from St Augustine's Catholic College
Time of Return: 18:00 at St Augustine's Catholic College
Cost: £30.00

As part of the new A level Geography course, students must complete at least 4 days of fieldwork in which they have the opportunity to investigate both physical and human environments. 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 students will learn skills and techniques they can use in their Independent Investigation (coursework) which they will be completing in the first two terms.

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 the location we will be visiting. They are experienced in delivering all elements of the fieldwork and 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.

We will be travelling by college minibus accompanied by A-Level teachers ensuring that the relevant support and supervision can be given. Please ensure that your son/daughter is dressed appropriately for the weather on the day with sensible walking boots. Please consider the need for waterproof clothing or sun screen and hats. Students will need to bring a packed lunch, drinks and snacks. If your child receives free school meals, then a packed lunch will be provided for them.

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. 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.

If you would like your son/daughter to take part in this trip, please arrange for payment of £30.00 to be made using our preferred payment method of ParentMail. Parents who pay by this method do not need to return a permission slip as your electronic payment implies consent. However, if your contact details for the trip differ from those we hold on our database, please let us know on the permission slip in the normal way. Alternatively, payment can be made by cheque or cash and returned to the school together with the permission slip. Please arrange for payment to reach us by Friday 13 September.

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 under 'Key Information' then 'College Documents'.

Would you also please complete the

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. The information being passed on will be taken from the data already held in the college about your child's medical needs (if applicable). Please see below information from Leeson House Field Studies Centre regarding medical information and privacy.

Consent and Medical Forms

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 appropriately meeting the medical needs of a group during their day visit. It will only be retained for as long as required for those purposes and thereafter destroyed. Your information may be shared with the NHS for the purpose of medical care in an emergency.

Our Data Protection Officer (DPO) makes sure we protect your information; that we respect your rights and follow the law. If you have any concerns or questions about how we take care of your personal information please contact the DPO by email at data.protection@dorsetcc.gov.uk or phone 01305 225175.

Dorset County Council's full privacy notice can be viewed here:

<https://www.dorsetforyou.gov.uk/your-council/about-your-council/data-protection/privacy-policy/dorset-council/dorset-council-privacy-notice.aspx>

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, who will be pleased to help.

Yours sincerely



David Forster
Headmaster

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To: Reception (return by Friday 13 September 2019)

Trip Organiser: Mrs Ewings

Year 13 Geography Field Trip Wednesday 18 September 2019

I give permission for my son/daughter to attend the trip as detailed above. I have arranged for payment via ParentMail/enclosed a cheque/cash (please delete as appropriate). Please make cheques payable to St Augustine's Catholic College.

Name of student: Form:

Consent for trip, signed: Date:

Contact telephone number:

Parental Consent Form

Establishment Name:
PARENTAL CONSENT FORM (for Children and young people under the age of 18)
The purpose of this form is to obtain your consent for your son/daughter to take part in the proposed event
DATA PROTECTION
Dorset CC is a Data Controller for the purposes of the Data Protection Act 1998. This Act regulates how we obtain, use and retain information about individuals. The information you supply is being collected for the purpose of gaining your consent. When you sign <u>or</u> complete this form you are providing your consent to Dorset CC holding your personal information for this purpose. This information is used only for the purposes for which it is given and is not passed on to a third party.
DETAILS OF PROPOSED EVENT
Event :
Any additional information:
ACKNOWLEDGEMENT OF RISK
This event poses additional risks to those encountered during a normal day. We have assessed those risks and believe that the planning undertaken and systems agreed to control and manage the risks have reduced the chance of harm to an acceptable level. To help with safety all participants are expected to behave in a responsible manner at all times during the event. They must take direction from any leader and follow all instructions or guidance given. Details of planning and risk assessment are available on request.

Young Person/Child's Medical Information.

Please provide detail of all medical conditions and illnesses and any treatments required to maintain health. This information helps us to keep your child safe.

Other information.

Please provide any other information that may affect the safety of your son/daughter or any other persons and/or the organisation and success of the event.

CONSENT DECLARATION

I, being the parent / guardian of the child/young person named at the head of this form, have received full details of the event, am satisfied with the arrangements and give consent for him / her to take part in the proposed event.

I give consent for him / her to receive emergency medical treatment, including anaesthetic, as considered necessary by any medical doctor present, should the need arise. I have provided detail of all medical conditions and illnesses and any treatments required to maintain health.

Any other information that may affect the safety of my child or any other persons and/or the organisation of the event has been provided to the organiser.

Print Name:

Relationship to child/young person:

Signature & Date: