



Our Lady's Catholic High School

A Mathematics and Computing Specialist School

St. Anthony's Drive, Fulwood, Preston, Lancashire, PR2 3SQ

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Headteacher: Mr N J Ranson., BSc., M.A



1st October 2018

Dear Parent/Carer,

Year 7 MFL Trip to Normandy May 2019

We would like to inform you about an exciting trip that we are organising for the summer term which is open to current year 7. The trip is called the 'Normandy Experience' and is now in its sixth year. It is always a huge success and we are pleased to be able to offer it again this year.

The pupils will be staying in a purpose built centre called 'Château du Molay' which is in its own grounds 14k from Bayeux. We have changed centres this year after researching several options in order to get the best value and experience for our pupils. We are confident that this centre which is owned and run by Travelbound UK will work well for our school. The centre has numerous facilities for pupils including lovely grounds, a tennis court, crazy golf and indoor activities. The children will do some activities at the 'Château du Molay' and also have visits out to experience the authentic local French culture and local historical sites such as the Bayeux Tapestry, The Pegasus Bridge Memorial, The Mont St. Michel and the Merville Batterie Museum as well as the Normandy D-Day landing beaches and the British war cemetery in Bayeux. In many ways this is a cross curricular experience which incorporates History and Geography as well as French.

If you would like to find out more about the accommodation please visit:
www.travelbound.co.uk/school-trips/chateau-du-molay

I am sure your child will find this to be a most rewarding French experience, both for the linguistic opportunities, the cultural knowledge they will acquire and the sheer fun they will have.

The group will leave Preston on Wednesday 1st May (11pm) and return on Sunday 5th May (10.30pm) timings are approximate. The Monday is a bank holiday so the children will not need to be in school. The cost will be £340 per child and this includes all travel, accommodation, insurance, excursions, meals at the centre and all entrance tickets. The price also includes a souvenir hoodie which we will organise nearer the time. The price does not include meals on the outward journey. There will be a packed lunch provided on our return but some English money for an evening meal at a service station will be needed. Apart from this cost, however pupils would require a little spending money for their own purchases.

We will try to make sure your child is with at least one friend but pupils will need to be flexible with rooms and coach seating.

If, after discussing this letter with your child, you would like them to take part in the trip, please complete the tear-off slip below and return it to **Mrs Howard via the post box in a clearly labelled envelope** with:

- 1) A non-refundable deposit of £100 (The deadline for returns is Monday 14th October)





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2) A photocopy of your child's passport ID page (we will collect the originals one week before departure) If you have not got a passport but intend to get one please write a note explaining this.

3) An EHIC card (used to be known as E111). EHIC cards are free of charge and can be obtained easily visit

<https://www.ehic.org.uk> for more details

4) A completed medical information form this must include dietary requirements.

5) A completed code of conduct form and dress code.

We anticipate demand to be very high for this trip and so may not be able to accept pupils on the trip after this date. We will endeavour to give all pupils wishing to travel a place but should there be more interest than places available names will be selected from a hat from those who have returned their slips. We will arrange an information session in the spring term for parents but in the meantime should you require further information do not hesitate to contact one of us. If you have financial difficulties there may be some funds available in school to help. Please contact one of us if this is the case.

Yours sincerely

Mrs E Howard
Assistant Headteacher/Teacher of French and Spanish

Miss E Turner
Assistant Learning Manager Year 8/Teacher of Geography

REPLY SLIP. (To be returned to Mrs Howard via the post box)

I/We the parents/of _____ from Form _____ would like my/our son/daughter to be considered for a place on the trip to Normandy in May

Signed _____ Date _____

Please find attached:

A cheque for £100 (with pupil name and form on the back) OR I have paid my deposit online via scopay

Photocopy of passport ID page

Photocopy of EHIC card

Medical Information

Code of Conduct and dress code



**Parental/Carer Consent and Medical Information Form
for Type B Educational/Off-Site Visits and Adventurous Activities**
(This form is to be completed in full by the parent/carers and returned to the School)

1. Details of Visit

Visit to: Normandy
 Alternative Activity (Plan B): Stay in school
 From: Wed 15th May 2019 (date/time) To: Sunday 5th May 2019 (date/time)
 Child's name: Date of Birth: Form/class:

I agree to my son/daughter/ward taking part in the above stated visit/activity and having read the information sheet, agree to his/her participation in any or all of the activities described. I acknowledge the need for good conduct and responsible behaviour on his/her part and that the school/service reserves the right to prevent my son/daughter/ward continuing with the visit/activity in the case of poor behaviour. Further, I understand that there would be no entitlement to a refund of monies paid. I agree that I will update the school/service with any medical information or changes to emergency contact details.

S/he is capable of swimming 25 metres unaided Yes/No

2. Emergency Details

a) I may be contacted by telephoning the following telephone number(s):
 Home: (.....) Work: (.....)
 Mobile Telephone no:
 Name & Address:
 b) Please state an alternative contact point: - Telephone number: (.....)
 Name & Address of Contact:
 Child's Health Service details: - Medical card number:
 Family doctor (Name, address and telephone number):
 (.....)

3. Medical Information

a) Does your child suffer from any of the following conditions?

Asthma	Yes/No	Bronchitis	Yes/No
Chest Problems	Yes/No	Diabetes	Yes/No
Fainting	Yes/No	Migraine	Yes/No
Heart Trouble	Yes/No	Raised Blood Pressure	Yes/No
Tuberculosis	Yes/No		
If 'Yes', to any of the above, please provide details:			

Epilepsy	Yes/No	If 'Yes',
a) What specific epilepsy syndrome has been diagnosed for your child?		
b) What is the pattern of any seizure?		

b) Does your child suffer from any other condition requiring medical treatment, including medication?

Yes/No
 If 'Yes', please provide details:
c) Is your child allergic or sensitive to any medication (e.g. Penicillin), insect bites or food? Yes/No
 If 'Yes', please provide details:

d) Has your child been immunised against the following diseases?

Poliomyelitis Yes/No Tetanus (lock jaw) Yes/No
 If 'Yes', to tetanus, please give date if known

e) Is your child taking any form of medication on a regular basis? Yes/No

If 'Yes', please give full details, indicating the type of medication and dosage.

Please ensure that your child has adequate supplies of medication and dosage for the whole visit.

f) To the best of your knowledge, has your child been in contact with any contagious or infectious diseases, or suffered any recent condition that may become infectious or contagious? Yes/No

If 'Yes', please give full details:

g) In the case of a residential course, does your child have any: (please give the details).

- Special Dietary needs?
- Any childcare needs?

h) Please supply any additional information that you wish the Visit Leader to be aware of (e.g. medical conditions, allergies, recent illness, special requirements etc) which may affect the full range of activities in this event:

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4. Insurance Cover

I understand that the visit is insured in respect of legal liabilities (third party liability) but that my child has no personal accident cover unless I have been specifically advised of this in writing by the organiser of the visit. I also understand that any extension of insurance cover is my responsibility unless advised differently by the School/Service.

5. Declaration By Parent/Carer

- In the case of an emergency I agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.
- I have read the attached information provided about the proposed visit and the insurance arrangements.
- I consent to my child taking part in the visit and activities, and, having read the information sheet, declare my child to be in good health and physically able to participate in any activities mentioned, subject to any agreed adjustments.
- I have noted where and when the children are to be returned and I understand that I am responsible for my child getting home safely from that place.
- I will ensure that any change in the circumstances (e.g. recent illness, medication or injury) which will affect my child's participation in the visit will be notified to the School/Service prior to the visit.

I accept that there is an inherent risk of injury in participation of adventurous outdoor activities. Risk can be reduced to acceptable levels by implementing appropriate risk assessments. Copies of written risk assessments are available on request from the school/centre.

Signature of Parent/Carer Date

(N.B. Parental/Carer consent required for children aged 17 and under)

Name of parent/carers in block letters:

Address:

NOTE: This completed form to be returned to the school/service.

In the case of the applicant being 18 years of age and above, the following must be read and signed:

I declare the above information is correct and that the person in charge of the visit/activity has my permission to authorise medical treatment in an emergency. I consent to medical treatment if deemed necessary by the attending authority present and the use of anaesthetics being given in the case of an emergency.

Signed Date

Dress Code for school trips

Please remember that this is a school trip and therefore you need to be appropriately dressed. As a school group we will already be conspicuous and we do not wish to draw unnecessary attention to ourselves. We will apply the following dress code to this trip:

- Cover up bare shoulders
- Short shorts are inappropriate
- Wear opaque tights under mini-skirts, ensuring that the length of skirts is decent as per school uniform
- You may wear earrings and jewellery, but you will be responsible for them
- Wear sensible footwear, trainers for walking, flip flops/slippers in the hotel
- School hoodies to be worn for travel
- No bare midriffs
- If a member of staff deems what you are wearing to be inappropriate you will be asked to get changed.

By signing this contract you are agreeing that you and your child fully understand and respect the conditions and expectations stated in the dress policy and behaviour contract.

Parent

Pupil

Date

Our Lady's Catholic High School

Code of Conduct for Pupils on Educational Visits

Each pupil should:

- Observe normal school rules
- Co-operate fully with leaders at all times
- Fulfil any tasks or duties set prior to and during the visit
- Participate fully in all activities and sessions during the visit
- Be punctual at all times
- Not leave group sessions or accommodation without permission
- Always return to the meeting point or accommodation at agreed times
- If granted indirectly supervised time, be in groups of not less than three young people
- Avoid behaviour which might inconvenience others.
- Be considerate to others at all times
- Respect all requests and requirements made by staff and accompanying adults
- Behave at all times in a manner which reflects credit on self, to the party and to the school
- Abide by the laws, rules and regulations of the countries and places visited
- Comply with customs and duty-free regulations
- Not purchase or consume alcohol, tobacco products or purchase dangerous articles such as explosives and knives
- If in doubt on any matter, consult with staff
- Accept that a full written report of any misconduct will be forward to the Headteacher and Parent(s).

Signed : Pupil: _____ Parent : _____