Monday 8th November 2021

Dear parent/guardian/carer,

We are excited to tell you about a Young Leader opportunity for Year 10 pupils interested in supporting the Year 7 Normandy Trip. The full details of the trip itself can be found attached to this letter.

This Young Leader opportunity has arisen as part of the school improvement plan to provide increased experience and exposure to building leadership skills for our pupils.

There are limited places available and places will be allocated through an application process. These places are open to current year 10 pupils who enjoy working with younger pupils and aspire to be a positive role model. The trip may also be of particular interest to students of French and History, however year 10’s who are not studying these subjects but are willing to encourage the use of the French language with the year 7s and show and appreciation of history will still be considered.

The successful applicants will also need to attend a pre-trip training session which will cover all aspects of their young leader role including basic safeguarding, behaviour and safety awareness as well as what duties they can expect to be undertaking.

We are delighted to be able to offer this opportunity at a significantly subsidised rate of £280 per pupil. This will include:

* All meals at the centre
* All accommodation
* All excursions
* A pre-visit training session
* A Young Leader Hoodie.

The types of duties your child would be expected to undertake are as follows:

* Eating with the year 7’s and modelling good table manners.
* Supporting the teachers with room checks particularly at bedtime.
* Helping the teachers with basic behaviour management.
* Being an extra pair of hands.
* Engaging and organising suitable activities with the year 7 pupils when needed.
* Reassuring the year 7’s with any anxieties or worries they might have.
* Taking photographs of the daily activities and uploading these in folders for the pupils to have at the end of the trip.

All Young Leaders will work in pairs, be attached to a member of staff and a year 7 group. Whilst they will be expected to be ‘on duty’ during the day they will have some down time allocated each day and will not be on duty in the night time.

This is a new opportunity, which has not taken place previously. We are confident that with the right support it will be successful and mutually beneficial for the year 7s, the young leaders and the staff. If successful, we will look to use this model in future years.

The young leaders will be presented with a certificate of participation on completion of the trip and they will be able to use this experience to support other programmes or applications they are considering in the future such as Head Girl and Boy, Duke of Edinburgh Awards, Faith in Action Awards, part-time job and college applications.

Please discuss this opportunity with your child; any questions can be emailed to Mrs Howard – eho@olchs.lancs.sch.uk.

**The link to the application is** [**https://forms.gle/vPx5ioPioyn2BaPw6**](https://forms.gle/vPx5ioPioyn2BaPw6) **and the deadline for completion of this is Friday 19th November.**

Successful applicants will be notified by Tuesday 23rd November and deposits of £50 would be needed by Friday 26th November to be paid via Scopay. Further payment details as a follows:

* £80.00 to be paid on or before Monday 03/12/2021
* £80.00 to be paid on or before Friday 03/01/2022
* £70.00 to be paid on or before Thursday 03/02/2022

Those who have not been successful will be given feedback on their application at a later date this term.

Unfortunately, we are unable to make refunds if your child changes their mind about wanting to go.

The refund policy of the travel company has been thoroughly checked by school, if you would like to read more about the COVID-19 contingency and refund process should the trip be cancelled due to COVID the full document can be requested from school. A full copy of the travel insurance provided by Travelbound can also be provided

We will arrange a full 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 us if this is the case.

Yours sincerely



 J O’Beirne

Mrs E Howard Mrs J O’Beirne
Assistant Head teacher Learning Manager Year 7