



# Long Field Academy

Principal: Christopher Haggett BSc PGCE NPQH

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Leicestershire  
LE13 0BN  
Tel: 01664 561234



October 2017

Dear Parent/Carer

## EDUCATIONAL VISIT TO: De Montfort University Leicester

It is proposed to arrange a visit on Thursday 16th November leaving school at 8.40 am. The estimated time of return is 3.20 pm. The visit is open to invited students from Year 9.

The visit will give students the opportunity to spend a day at the university and take part in activities that will enable them to make insightful decisions, particularly in their upcoming GCSE subject options.

Please return the attached parental consent form by Thursday 2nd November to enable the visit arrangements to be completed and confirmed. Also please complete the second form which will be retained by the university.

This visit is an optional extra and supports the academy's curriculum. No pupil or student will miss any compulsory or statutory element of their education if they do not attend. The cost for this visit is £7.50 this includes travel to and from Leicester. Forms should be handed in to the main school office and payments made by via ParentPay.

### Transport

We will travel by private coach and your child will be expected to be responsible enough to wear any seatbelt provided until informed it may be released.

### Student Behaviour

Students attending this visit will need to have a record of good behaviour and demonstrate that they can obey safety and other rules. Anyone whose behaviour becomes unacceptable after the trip has been booked may be excluded or required to return home early and any expenses incurred will be the responsibility of their parents. Students will also need to maintain an excellent behaviour record throughout the academic year.

### Day Visit Needs

Lunch will be provided on the day and students need no equipment other than standard stationery. All students will be expected to wear normal school uniform.

### Notification of medical conditions or special needs

Advance warning is needed of any participants with special medical or other needs to ensure all health and safety considerations have been made. Parents must inform the school of any relevant medical or other needs on the visit consent form. Notification of dietary needs for sound medical, ethical or religious reasons must also be made.

### Insurance Provided

All bona fide educational visits by the academy's public liability insurance, as are all in-school activities. This visit is considered to have only normal everyday risks and no further insurance has been provided.

If you have any concerns or queries regarding the trip, please do not hesitate to contact me in school.

Yours faithfully

Mr S Raithatha

[sraithatha@longfield.leics.sch.uk](mailto:sraithatha@longfield.leics.sch.uk)



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**PLEASE COMPLETE AND RETURN TOGETHER WITH THE PARENTAL CONSENT FORM**

**Visit to De Monfort University**

Student name ..... Tutor Group .....

I have made the payment of £7:50 via ParentPay.

Signed..... Parent/Carer

✂ .....



# Long Field Academy Educational Visits Parental Consent Form



NAME OF STUDENT: \_\_\_\_\_ HOUSE GROUP: \_\_\_\_\_

## 1. DETAILS OF JOURNEY

Destination of visit	De Monfort University	Date of visit	Thursday 16 November 2017
Time of Departure from the Academy	08:40	Time of arrival back to the Academy	15:20

I agree to my son/daughter taking part in the above-mentioned trip and, having read the information sheet, agree to his/her participation in any or all of the activities described. I acknowledge the need for obedience and responsible behaviour on his/her part.

## 2. MEDICAL INFORMATION

- a) Does your child suffer from any conditions, including recent physical injury, requiring medical treatment? Will he/she be in possession of any medication during the trip? YES/NO  
(If YES please give brief details)

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- b) Is your child allergic to any medication? Or does he/she have any other allergy? YES/NO  
(If YES, please specify)

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- c) Has your child received a tetanus injection in the last 5 years? YES/NO

- d) Does your child suffer from travel sickness and will he/she have any travel sickness medication with him/her? (If YES please give details)

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- e) Does your child have any special needs, including dietary requirements, incontinence problems etc?  
(If YES please give brief details)

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## 3. ACTIVITY DETAILS (WHERE RELEVANT)

- a) Can your child swim? YES/NO  
Please give details of abilities (distance, certificates). (Only complete this if swimming is included as an activity on the trip).

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b) Are there any activities in which your son/daughter may not participate during this trip?

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#### 4. EMERGENCY CONTACT

I may be contacted during the trip by telephoning the following numbers:

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

My home address is:

\_\_\_\_\_

\_\_\_\_\_

The address I will be at during the trip if different from above:

\_\_\_\_\_

\_\_\_\_\_

If not available at above, please contact:

Name: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Name, address and telephone number of family doctor:

#### 5. DECLARATION

I have read all of the details of the trip and have completed the form to the best of my knowledge. I undertake to inform the trip leader as soon as possible of any change in circumstances between the date signed and the commencement of the journey. I undertake to pay all voluntary contributions by the date stated.

I confirm that my child is in good health. I agree that in the event of any minor ailment, e.g. headache; you may give my child any appropriate form of medication, e.g. Paracetamol, Ibuprofen etc. Details of the medication preferred:

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I agree to my son/daughter receiving emergency medical treatment, including anaesthetic as considered necessary by the medical authorities present.

Signed: \_\_\_\_\_ (Parent/Carer)

Date: \_\_\_\_\_

This form or a copy will be taken by the leader on the activity. A copy will be left with the Academy office and with two senior members of staff.

**N.B:** The Academy has a comprehensive insurance policy for trips off site. More details available on request from the Academy office.