

Our ref: RHO/smc  
23 September 2015

Dear Parent/Carer

**VISIT TO WALTON – 5 OCTOBER 2015**

I am writing to advise you that the Geography Department will be running a visit to Walton-on-the-Naze on Monday, 5 October 2015 for Year 11 students.

The purpose of the day is to study the coastal processes and landforms along this stretch of coastline. Students will be using a range of field techniques to observe and collect data that will be analysed on our return. Whilst in Walton we are hoping to climb the Naze Tower, where visitors can enjoy spectacular 360° coastal views from the viewing platform.

As you may be aware, field work is an essential aspect of GCSE Geography. It is therefore a very important aspect of the course and its successful completion has helped students to attain excellent academic results in the past.

The group will travel by coach, departing from the front entrance of the Academy at 8.50 am and will return by 3.10 pm so that students are able to catch school buses. Students should bring appropriate clothing to cater for cold and inclement weather (including a waterproof jacket and warm coat), suitable footwear and a packed lunch. Unfortunately, any student who arrives at the Academy without appropriate clothing will be withdrawn from the trip, as the weather conditions at this time of year are very unpredictable!

Under existing legislation, this trip must be funded by voluntary contributions, but you will, of course, appreciate that the trip will not be able to take place if sufficient funds are not forthcoming. We are asking parents for a contribution of £18 towards the costs of travel and staff cover.

The Governors have a policy on charging and remission which includes the following: 'There may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made' and 'they recognise that circumstances may make it difficult for parents, who would wish to do so, to offer voluntary contributions.' We are anxious that students should not be excluded from activities for financial reasons and parents who find themselves in this situation are invited to make this known to Mrs Wilson in confidence either by letter or telephone so that the possibility of assistance can be considered.

If you would like your child to participate in this activity, please complete and return the permission slip, together with your contribution of £18, to Student Services by Thursday, 1 October. Cheques should be made payable to Ormiston Sudbury Academy with the student's name and tutor group on the reverse. Alternatively, it is now easy to make a payment via the internet. Please log on to [pg.vericool.co.uk/home/authenticate](http://pg.vericool.co.uk/home/authenticate) and use your unique portal code, as per Mrs Discombe's letter dated 10 September. You will then be automatically redirected to the payment page. Please follow the on-screen instructions for the trip entitled 'Walton Trip – Yr 11 Geographers'. If you have made a payment for the trip on-line, please indicate this on the slip.

I must also mention that if at any time from now to the date of the trip your son/daughter's behaviour is considered by the Academy to be unacceptable and might cause serious concern whilst away from the site, the right is reserved to refuse to take him/her on the trip. No refund will be made unless another student can be found to fill the place. We are sure all parents understand how important trust, behaviour and safety issues are on these occasions.

Please note that if the weather conditions are not appropriate on the day of the trip it will be postponed to another suitable date. If you have any questions concerning the visit, please do not hesitate to contact me at Academy.

Yours sincerely

R Howard (Mr)  
Lead Practitioner – Teaching and Learning

[rhoward@ormistonsudbury.co.uk](mailto:rhoward@ormistonsudbury.co.uk)

Reply Slip  
Ormiston Sudbury Academy  
Yr 11 Geography Field Trip to Walton-on-the-Naze – Monday, 5 October 2015

Name of Student: \_\_\_\_\_

Year & Tutor Group: \_\_\_\_\_

Further to Mr Howard's letter of 23 September 2015, I give permission for my son/daughter to take part in the above visit on 5 October 2015. I understand that the contribution is non-refundable unless a suitable replacement can be found to take my child's place.

- ☐ I enclose a contribution of £18 (either cash or cheque payable to 'Ormiston Sudbury Academy')  
**OR**  
☐ I have made an on-line payment of £18 (please state the reference number): \_\_\_\_\_

For the duration of the trip the emergency contact person/number will be as follows:

Name: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_  
Tel: \_\_\_\_\_

Medical/Dietary/Other information about the student of which accompanying staff should be aware: \_\_\_\_\_

I give permission for photographs to be taken during the above event which may later be displayed around the Academy site and may be included in publications and publicity materials produced by the Academy and by the Ormiston Academies Trust, on the Academy website and the Ormiston Academy Trust websites, or which may be recorded on DVD or webcam.

**OR please state if you do not give permission here:** \_\_\_\_\_

Signed: \_\_\_\_\_

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

Name of Parent/Carer: \_\_\_\_\_ **BLOCK CAPITALS PLEASE**

☐ My son/daughter is entitled to a Free School Meal and I would like to order a packed lunch for this visit

In the event of a small surplus remaining in the trip/activity fund after all settlements have been made:

I am happy to donate this to the Academy fund ☐ or  
I wish to receive a refund ☐ please tick as appropriate.

Please Note:

If your child has a medical condition which necessitates the administration of medicine, please indicate this on the reply slip above. Your child should arrange for medication to be given to the teacher in charge on the day of the trip. For those students who carry such items as asthma inhalers and Epi-pens, students should confirm with the teacher in charge that they have medication with them and should confirm where it is to be kept during the day. Medication will be returned to your child at the end of the off site visit. If you feel your child's condition requires a Health Plan, please contact his/her child's Head of House in the first instance.

Please return completed slip and contribution to the Student Services Office by 1 October 2015. Thank You.