

# FORM OF CONSENT

## Visit to: Duke of Edinburgh Bronze Award 2023

The details of the trip which, including insurance arrangements, have been received and noted by me, for my son/daughter/ward.

1. Full pupil name: ..... Date of Birth: .....
2. Tutor Group: .....
3. At time of consent, I agree:
  - a. to make full payment / deposit of £ \_\_\_\_\_ with payments to be paid as agreed.
    - i. Paid by ScoPay/Cheque or Cash (please circle)
  - b. that the deposit or any part of it **will not be returnable** unless I cancel the place before you incur any expenses or enter into any commitments.
4. I also agree that should I cancel the trip nearer the departure date I may not receive a refund unless the reason for cancellation is covered by insurance or another eligible person is able to fill the place.
5. I also agree to authorise members of staff during the course of the visit to approve such medical treatment for my child as is deemed necessary in an emergency on the advice of a qualified medical practitioner.
6. I have read and agreed with the Sweyne Park School 'Expectations of Pupils on School Visits'.

Medical conditions, including allergies/ Relevant history (Please list any medication taken): Please also remember to inform us of any changes if this form is being completed in advance of the trip.

GP's Name, Address & Telephone Number:

Dietary Requirements:

Parent Name (in BLOCK CAPITALS): .....

Address: .....

.....

Telephone number (including code): .....

Emergency contact number and code (should the need arise): .....

I ..... parent/guardian agree to the above terms and conditions and will inform the school of any changes that may arise before the trip.

Date: .....

# EXPECTATIONS OF PUPILS DURING SCHOOL VISITS

At Swayne Park School we are keen to offer pupils a wide and enjoyable experience and school visits can be a valuable part of this experience.

We believe that a school visit should aim:

- to promote the development of pupils and an appreciation of all that the environment can offer,
- to help pupils to learn a sense of community, good fellowship and unselfishness,
- to allow pupils to spend a planned visit safely, intelligently and happily,
- to help pupils to gain in initiative, resourcefulness and self-reliance.

During school visits staff make a considerable commitment to all the organisation and have responsibility for the pupils. It is, therefore, very important that we are confident that all our pupils will respond in a positive and appropriate manner when on any school visit. In order to ensure that all pupils and staff have a rewarding, enjoyable and safe visit we set out the following expectations.

**Pupils are expected to:**

- show respect to themselves, others and the environment at all times, (e.g. to be reliable, courteous and trustworthy and to respect local customs and traditions)
- behave in a way to ensure the safety of themselves and others at all times,
- follow instructions and guidance from staff and other people in authority, (e.g. guides, coach drivers, police etc)

- have, and use, suitable equipment/kit when required (as specified prior to the visit), be fit to take part in the visit and inform staff of any specific medical conditions
- report any injury, illness or incident immediately to a member of staff
- have suitable funding for the purchase of food/drink, admission charges or incidental costs (as specified prior to the visit)
- promptly follow the correct procedures in the case of an emergency (as explained by staff prior to and at the start of a visit).

## **Residential visits and trips abroad**

During any residential visit and/or trip abroad staff have the heavy demands of taking parental responsibility for the pupils in addition to the routine organisation and supervision. Our expectations are particularly important on these visits and trips where it can be so difficult and costly for parents to come and collect any pupils who behave inappropriately. We have also added the following expectations.

**Pupils are also expected to:**

- take responsibility for their own passport/identity card, if required, when on a visit abroad
- take responsibility for any medical equipment or medications which may be needed (as agreed with staff prior to the visit).

**Please ensure you feel that your son/daughter can meet our expectations before deciding to apply for a place on a residential visit so that all concerned will have a safe, enjoyable and rewarding experience.**