



WROTHAM SCHOOL
HIGH EXPECTATIONS, CHALLENGE & OPPORTUNITY

Headteacher – Michael Cater

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17th July 2017

Dear Parents, Carers and Sixth Form Student

Sixth Form Trips 2017 – 2018 Results Day

Rather than ask for ad hoc contributions towards trips every few weeks we have planned the schedule of visits and activities which form part of the statutory careers information, advice, education and guidance (CIAEG) across year 12. These are the compulsory elements of the programmes of study in year 12. They include, but are not limited to:

- Skills Fest visit
- UCAS exhibition
- London day trip
- Young drivers course
- Barclays life skills
- University visits
- Pathway Careers events (CTM)

There will be other trips that do incur a cost from subject areas but these do not apply to every student and are therefore not included in this list.

We fund as much of this as possible and there are some events that have no cost but it is necessary to ask for a contribution of £40 per person. We hope you will agree with us that this is excellent value for money, given the volume and variety of opportunities. Should there be a surplus at the end of the year it will be refunded.

If you have any questions about the trips, please email ahollinshead@wrotham.kent.sch.uk.

Under the school's charging policy, these trips are offered with a request for a contribution of £40.00 to cover entrance fees, transport, insurance and admin costs. If you require financial support then please read the Charging and Remission Policy and write to the Headteacher who will consider each individual applicant on its own merit. No student will be discriminated against on the grounds of inability to pay but the school reserves the right to cancel this activity if sufficient funds are not raised by voluntary contributions. The payment should be deemed as non-refundable in the event of your child not attending the event. If the place can be filled by another paying student then a refund will be made. Each request for a refund will be reviewed depending upon the circumstances and the school's ability to reclaim costs.

If you are in receipt of Pupil Premium support then please indicate this on the payments section of the consent form. Being in receipt of Pupil Premium does not automatically qualify your child to a free place on the trip, however if you return the consent form to us before the deadline for the visit then we will contact you to discuss payment terms.

If you would like your son/daughter to take part in these visits, please complete and return the attached permission slip and make a payment of £40.00 by Friday 8th September 2017. These payments must be made through Scopay. The trip is shown as Sixth Form Trips on Scopay.

FAQS BEYOND INDUCTION:

What do I do on results day?

GCSE Results Day 2017 is Thursday 24th August. You will need to collect your results before you see one of us. If you already study at Wrotham, you will have a short walk over to see us because we will be based in the Main Hall. If you have to collect your results from another school, do that first and then come to see us. **We will be available between 9am and 10.30am.** Please contact us before then if you know that you will be unable to meet us at that time. You will need to email ahollinshead@wrotham.kent.sch.uk with a list of your results and confirmation of what subjects you would like to study. We will then need to see you on **the first day of school, which is a day early for all Year 12 students – Monday 4th September.** We will only need to interview you if you were unavailable on results day – please remember to bring a copy of your examination results as proof of your achievement if you have come from another school. You will also need to bring your **KCC libraries card** if you did not bring it to the induction.

Yours sincerely

K James

Mrs K James
Assistant Headteacher

A Hollinshead

Mrs A Hollinshead
Head of Sixth Form

Re: Sixth Form Trips 2017 - 2018

Please return this completed form to Reception and make a payment of £40.00 online by 8th September 2017. These payments must be made through Scopay.

Scopay Receipt Number _____

I wish my son/daughter _____ Community Group _____ to be allowed to take part in these visits, and agree to him/her taking part in all of the activities that will be involved. I have ensured that my son/daughter understands that it is important for his/her safety, and for the safety of the group, that any rules and any instructions given by the staff in charge are obeyed. I understand that, while the school staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son/daughter arising during or out of the journey.

Students will be expected to follow the school's behaviour policy and code of conduct while on this trip representing Wrotham School.

My son/daughter has:

- no illness, allergy or physical disability*
- the following illness, allergy or physical disability, which necessitates the following medical treatment*: _____

I consent to any emergency medical treatment that may become necessary during the course of the visit, including the administering of an anaesthetic.

Data Protection Act 1998: I confirm that my name and telephone number can be used in case of emergency use during educational visits.

Student Address: _____

Tel numbers: Home: _____ Work: _____ Mobile: _____

If you will not be available at the above, please state an alternative contact.

Name: _____ Telephone numbers(s): _____

Student's date of birth: _____

Name, address and telephone number of family doctor: _____

Parent/Carer Name : _____

Signed: _____ Date: _____