

St Matthew Academy

St Joseph's Vale, Blackheath, London SE3 0XX
Head of School: Miranda Baldwin



4 June 2018

Dear Parents and Carers

Year 9 Geography Field trip to Canary Wharf – 21 June 2018

As part of the Year 9 Geography course, students are required to attend an educational field trip so I have organised a trip to Canary Wharf in order to expand and consolidate their knowledge and understanding of different zones within an urban area, and how central parts of cities have changed over time.

The details of the trip are as follows:

Departure Date:	Thursday 21 June 2018
Departure Time:	9am from School
Return Time:	12pm to School
Travel:	Walking/DLR
Dress:	Full school uniform
Lunch:	At school
Cost:	Free

Myself as visit leader and my colleagues will retain the overall pastoral responsibility that we have when in school and which is well established in law. The law requires that teachers do everything reasonably practicable to ensure the safety of everyone in the group, and the staff will use their skills and experience as adults and teachers to protect the health, safety and welfare of the students. A detailed risk-assessment has been carried out, a copy of which is available from the school if you wish to see it.

If you would like your child to take part in this trip, please complete the permission slip and return it to Mr Baines by Friday 15 June 2018.

Yours faithfully

N Baines

**Mr N Baines
Teacher of Geography
Trip Leader**

info@stmatthewacademy.co.uk Web: www.stmatthewacademy.co.uk

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RETURN PERMISSION SLIP TO: **Mr Baines by Friday 15 June 2018**

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I have read the information on this letter and I agree to

(name of pupil) in (class/form) taking part in the visit and in the activities described.

I agree to impress upon him/her the necessity to behave responsibly and to help the teachers to ensure the safety of everyone on the visit.

I am aware that the school has a detailed policy on the safe running of educational visits, which I can obtain from the school. I am also aware that the school's educational visits are always well organised with a particular attention paid to health and safety. I understand that there can be no absolute guarantee of safety, but appreciate that the school leaders of the visit retain the same legal responsibility for pupils as they have in school and will do everything that is reasonably practicable to ensure the safety of everyone on the visit.

Does your child have any condition or medical treatment requiring special medical attention? **Yes/No**

Give details:

Does he/she have any special dietary requirements? **Yes/No**

Give details:

Does your son/daughter have any allergies? **Yes/No**

Give details:

When did your son/daughter last have a Tetanus injection? Date:

Contact number 1: Contact number 2:

Emergency contact number:

Declaration:

I confirm that my child is in good health. I agree to inform the group leader of any change in medical condition, and I give consent to any administration of medication as may be considered necessary by medically qualified persons, and any first aid deemed necessary, in an emergency situation during the visit.

Signed: (parent/guardian) Date:

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