



KING JAMES'S SCHOOL
KNARESBOROUGH

90cArdeche18/SKE/DSY
May 2017

Dear Parent/Carer

L' ARDECHE/AOSTA WATER ADVENTURE TRIP 2017

Firstly, we would like to thank you for your continued support and to invite you to an information evening on Wednesday 7th June in S1 starting at 6pm. This meeting will give us an opportunity to pass on all the relevant information for the forthcoming trip and give you an opportunity to ask any questions that you may have. The meeting should last about 30-45 minutes.

Attached to this letter is a copy of the consent form and expectations of student's form, if you could fill these in and bring them on the night we would really appreciate it.

If your son/daughter has a passport and EHIC (European Health Insurance Card), if you could also bring those on the night that would be great but please do not worry if this is not possible.

We look forward to seeing you on the Wednesday 7th June at 6pm.

Yours faithfully

Miss R Baker
Trip Leader Ardeche /Aosta 2017

Mr S Keeble
Trip Organiser 2017

CONSENT AND MEDICAL INFORMATION

FOR EDUCATIONAL OFF-SITE VISITS AND ADVENTUROUS ACTIVITIES

INFORMATION FOR PARENTS/GUARDIANS

Please complete the questions below and sign the consent. The personal and medical information requested is to ensure that a proper duty of care is possible during off-site visits.

Details of the visit or activity

Title of visit or activity	L' ARDECHE/AOSTA ADVENTURE TRIP 2017	
Location/venue	L'Ardeche, France & Aosta Valley, Italy	
Date(s) of visit or activity	21 July - 29 July 2017	<input type="checkbox"/> This is a rolling programme of several visits
Nature of activities	Water Sports & Adventure Holiday	
Venue/provider information	http://www.	

Transport

- Meet at venue
 Foot
 Minibus/Coach
 Car/Taxi organised by the establishment
 Train
 Ferry
 Plane
 Other:

Details of participant

Surname	
Forename	
Date of birth	
Gender	
Address	
Postcode	
Mobile Tel:	

Emergency contact telephone details

Name	
Relationship	
Home Tel	
Work Tel	
Mobile Tel	
Address if different from participant whilst visit takes place. Alternative names, relationship and numbers	

Doctor's Information

Doctor		Phone	
Address			

If the participant has a medical condition please discuss with your doctor and inform your Visit Leader before completing the form. This would not normally exclude someone from participating in an off-site visit or activity. It is important that sufficient necessary medication is brought on the visit and that the Visit Leader is made aware of this in good time.

Medical & Behavioural Information

Please answer Yes or No to each statement about the participant	Please tick	
Has the participant had any serious illness within the last two months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the participant recovering from an accident, injury or broken limb?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the participant have epilepsy, seizures, convulsions or absenting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diabetes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Asthma?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Heart condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any allergies, including historical reactions to medication?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any medical including historical, behavioural or other condition which may have	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the participant taking any medication?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If the answer to any of these questions is yes or if there is any other relevant information which will enable us to support and care for the participant during the visit please give details here or attach further information.

Has the participant had a tetanus injection?	Yes/No/Unknown	Date if known	
Do you consider the participant to be medically fit?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Medical Treatment during the visit or activity

Participants sometimes need treatment for minor conditions such as headaches. If the participant regularly uses non-prescribed medication please consult your Visit Leader beforehand.	Please tick
I give consent for the Visit Leader to make available previously used non-prescribed medication to the participant. I understand that I will be consulted by telephone before this takes place and that a record of dosage will be kept.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Swimming and Water Confidence

It may not necessary for participants to be able to swim on a visit or activity, but for some they may need to be water confident. Please indicate ability and confidence.	Ability & confidence of participant	Please tick
	Swimmer (at least 25m)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Water confident	<input type="checkbox"/> Yes <input type="checkbox"/> No

Dietary Information

Please indicate any food allergies or dietary requirements e.g. food allergy, vegetarian.

Consent

I consent to the participant attending this educational off-site visit or activity provided by North Yorkshire County Council. I have received full information about the itinerary and programme, understand the nature of the visit and agree to the participant engaging in all the activities described. I understand that the programme may be changed by the Visit Leader in conjunction with any external provider due to weather or for other reasons. I also understand that the participant must adhere to the code of conduct and behaviour as set out by the Visit Leader

The information I have provided in this form is accurate at signing and I agree to NYCC adding this information to their electronic management information systems and agree to inform the Visit Leader as soon as possible of any changes between now and the start of the visit.

I agree to the participant receiving medication as instructed above and to them receiving any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. **(Please delete and initial any of the above you do not wish to give consent to).**

Name of Parent/Guardian/Carer (Unless the participant is over 16yrs and living independently)	Signature
Relationship to Participant	Date

Consent to use images or photographs

Photographs and video images are often taken on school trips. We use still and video images both for teaching purposes and for the purpose of producing publicity information both in hard copy and on-line on websites and social media. Collections of images may also be provided for groups at the end of visits as a memento.

Such images will **NOT** be used for anything that may cause offence, embarrassment, or distress to a participant and will **NOT** identify any participant by name unless specific permission is sought at the time and no record of names will be kept with any stored images unless specific permission has been sought.

I give consent for North Yorkshire County Council to take, store, and use images of the participant for the purposes described below.	Please tick
Images being used for memento purposes for all participants, being distributed on DVD, CD or through secure electronic systems.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Images of the participant being used in publicity materials including on-line websites and social media.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Parent/Guardian/Carer	Signature
Relationship to Participant	Date

This form must be signed by the parent/guardian/carer (unless the participant is over 16yrs and living independently, in which case they should sign it) and returned to the Visit Leader.

EXPECTATIONS OF STUDENTS TAKING PART IN A SCHOOL TRIP

When taking part in a school trip, students are representing King James's School and must understand the importance of the impression their behaviour gives not only of themselves, but that of the school. Any behaviour issues will be recorded and dealt with on return.

Organising staff will make every effort to make sure that each trip is an enjoyable and memorable occasion. However, all parties must appreciate that health, safety and welfare issues are paramount.

Students taking part in a school trip must observe the following guidelines:

- Students must behave sensibly and responsibly and not take unnecessary risks
- Students should be punctual and attend all meetings and organised meals
- Students must follow the instructions of the group leader and other supervising adults including those at the venue. If students are unclear about arrangements, they should speak to staff and not leave arrangements to chance.
- Students must report anything that may harm anyone to the group leader or supervising staff
- Students must dress as requested and be sensitive to local codes and customs, especially abroad
- If students feel unwell or experience a problem, they should contact a member of staff immediately
- Students must take full notice of the transport company rules and regulations, particularly when vehicles are moving
- Overnight accommodation varies greatly. On arrival at a base, students should familiarise themselves with the location of staff rooms and arrangements for the following:
 - emergency evacuation
 - cleaning and disposing of litter
 - areas out of bounds
 - permission to leave the premises
 - visiting each other's rooms
- All members of the party must respect, and be considerate to, others; this is particularly important regarding noise and tidiness
- Students must not leave the party or the accommodation without the knowledge of a member of staff
- There will be occasions when students are allowed free time whilst away from the accommodation. On these occasions students must:
 - Remain in groups of no less than 3 and avoid congregating in large groups as to others, this may appear confrontational
 - Make themselves aware of the location of supervising staff
- During free time when purchasing souvenirs, students must:
 - Under no circumstances purchase tobacco, alcohol, abusive substances or any goods which contravene British Import Regulations (details will be given by accompanying staff)
 - Remember if abroad, that purchasing laws may not be the same as in England
 - Only buy from shops or authorised traders – never buy from, or be tempted by a 'man in the street'. If approached, students should say 'no' and walk away. Any concerns should be reported to a member of staff.
- Be aware of any potential pickpocketing threat
- Any involvement with any type of drug (including alcohol and tobacco) is totally forbidden and will have serious consequences



EXPECTATIONS OF STUDENTS TAKING PART IN A SCHOOL TRIP PARENTAL/STUDENT AGREEMENT

Trip:	L' ARDECHE/AOSTA ADVENTURE TRIP 2017	Date:	Friday 21 July - Saturday 29 July 2017
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Student Name:		Tutor Group:	
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PARENT/CARER AGREEMENT

As the parent/carer of the above named student, I confirm I have read and understood the expectations of students taking part in a school trip stated overleaf.

Parent/Carer Name:		Date:	
Parent/Carer Signature:			

STUDENT AGREEMENT

As the above named student, I confirm I have read and understood the expectations of students taking part in a school trip stated overleaf.

Student Signature:		Date:	
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