



19 March 2019

Dear parent/carer

RE: Art Catchup Session

I am pleased to inform you that your daughter/son has been given the opportunity to attend an Art coursework catch up session at The Hayesbrook School. The session is 3pm-5pm and is being run by staff from Hayesbrook and staff from High Weald. Students will travel to and from Hayesbrook School by minibus.

Students will need to arrive at High Weald at the normal time on Wednesdays and will travel by minibus to Hayesbrook during period 5 (leaving after lunch), returning to High Weald at an estimated 5.45pm. Students will need to be in normal High Weald Academy uniform.

We will provide some food for students, as attending this coursework catch up session is going to make their day considerably longer than it would normally be.

There is no cost for this trip - the academy will cover the cost of travel and food.

Please indicate on the consent form to confirm the following:

- I give consent for my son/daughter to take part in this visit and agree to his taking part in all of the activities involved.
- I have ensured my son/daughter understands that it is important for their 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 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 the trip.
- Should the necessity arise, I agree to the person in charge giving consent on my behalf for an anaesthetic to be administered or any other urgent medical treatments to be given to my son/daughter.

If you have any queries regarding the trip, please contact Mr Hancock or Mr Case.

Yours sincerely,

Mr M Hancock
Assistant Principal

Mrs L Barker
Head of School

Reply Slip, please return this to the High Weald reception by 9am on Wednesday 20 March

Trip: Art Catchup Session, 20 March, The Hayesbrook School

Student: _____

Tutor Group: _____

Please tick the boxes and sign below:

I give consent for my son/daughter to take part in this visit and agree to his taking part in all of the activities involved.

I have ensured my son/daughter understands that it is important for his 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 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 the trip.

Should the necessity arise, I agree to the person in charge giving consent on my behalf for an anaesthetic to be administered or any other urgent medical treatments to be given to my son/daughter.

Are there any medical information regarding the above student that the Academy is not already aware of?

Can you please confirm the best person and their phone number to be used in case of an emergency on the day:

Person: _____

Phone Number: _____

Signed (parent/carer):

Name:

Date: