

17th February 2022

Dear Parent/Carers

UCAS Discovery Exhibition – Exeter – 17th March 2022

We are taking 60 sixth form students (those who have already booked places) to Exeter Westpoint conference centre to meet representatives from a huge number of universities from all over the UK. This will be a great opportunity for our sixth form students to begin to shape their plans for how to progress their careers post-18. This event will take place during the normal school day.

The cost of this trip to students is £5.00 which is a voluntary contribution towards the cost of transportation.

Please may we ask Parents/Carers to pay online via ScoPay for resources rather than sending students in with cash or cheques. If you need help accessing your online account, or require the link code for your child in order to set up the online account, please contact finance@holyrood.uat.ac

Could you please tick the box on ScoPay to indicate that you have read, fully understand and are satisfied with the details supplied about the above-mentioned activity and that you agree to your daughter/son taking part in it. Also that you know of no medical reason why she/he should not participate and you agree to arrange for your daughter/son to be met on return (if this is appropriate).

Please be aware that:

- (a) except for visits abroad, insurance arrangements are the same as for students in the Academy, i.e. that Holyrood Academy only provides cover against proven or agreed negligence by Holyrood and its employees;
- (b) I should consider making my own insurance arrangements for personal accident cover for my son/daughter for Academy activities in the UK.

In the event of an emergency the contact numbers currently held on the Academy system, will be used.

Yours faithfully

Mr P Webber
Head of Sixth Form
Holyrood Academy

This should only be brought in to the trip organiser if your child requires any medication **during the day of the trip**

MEDICAL INFORMATION EVENT AND DATE: -----

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Student's name: _____ **Tutor Group:** _____

Telephone no. (in case of emergency)

Home: _____

Work: _____

Medical information - All medicines/tablets etc. must be labelled and handed in to the member of staff in charge.

Signed: _____ Parent/Carer Date: __

ACADEMY TRIPS

Chard is a small county town and it is important to broaden a student's experience of other countries as well as enriching the daily curriculum. Academy trips play a key role in broadening your daughter/son's education. There are, however, some points we would like to clarify with parents.

- Every trip has to be checked to ensure that the safety and care arrangements meet strict and detailed requirements.
- Medical information has to be collected, and for trips abroad, passport information and photos supplied.
- All trips have to be self-financing, covering the costs of travel, admission, accommodation and sometimes cover for staff involved in the trip.
- We also use Police Cleared adult volunteers as this helps to keep the costs down.
- In line with the academy charging policy, it is the academy's aim that parents do not subsidise another child's visit. Indeed the visit could not take place without full parental financial support. If a parent has any doubts about payment they should contact the trip organiser and discuss the issue.
- If for any disciplinary reasons a student is excluded from the academy before a trip she/he is taking part in takes place then that student will not be entitled to a refund of any expenses which cannot be easily refunded to the academy.

Occasionally trips can be oversubscribed. To ensure fairness the following policy will be used: All students who return forms by the agreed deadline will be placed in a "hat" and the names drawn by ballot. Some students may be disappointed but this system is as fair as the Academy can make it. Those who miss out on the first draw will be placed on a reserve list if any students were to drop out.

The many and varied trips we run are a strength of Holyrood Academy's provision and we want students to join in and share the new experiences we offer. This said, trips have a cost and we would like to thank the hundreds of parents who, without complaint, support their daughters and sons. We are sure that we all remember visits as some of the best of times that we all had at school. Long may they continue!

[Trip Subsidies](#)

If as the Parent/Carer you receive any of the following, you are entitled to free school meals and would qualify for some funding towards the cost of this trip. More information can be found under 'Academy Policies' on the Holyrood website or by contacting the Academy on 01460 260100.

- Children in Care
- Entitlement to FSM
- Other evidence of low income, e.g. in receipt of Working Families Tax Credit or Inland
- Revenue assessment of income (household income of less than £25,000)

You may find it helpful to spread the cost of the trip over a longer period of time and should contact the Finance Office to discuss how this can be arranged.

Each trip is costed on an individual basis and the charge calculated on the number of students taking part. We are required to state that payments are 'voluntary', **however Parents/Carers should note that unless the cost of each place on the trip is met, either with a subsidy agreed with the Academy, or fully by the Parent/Carer, the trip cannot proceed and will be cancelled.**

Finance Officer