

November 2022

Our Ref: FCH/LKN

Dear Parent/Carer

Sixth Form – End of Term Trip

On Friday 16th December there will be an End of Term trips day for all students in the Sixth Form to Bristol. Students will be provided with advice about places of cultural and architectural interest and they will be free to tour the city unsupervised in small groups of four or five.

The coach will leave the Academy at 8.30am and will return by 3.10pm. Students who are not attending the trip will continue with their lessons, if a student's teacher is on a trip the student will be expected to complete independent study during that lesson.

The cost of the trip will be **£15.20** per student. Under the Education Reform Act, we cannot impose a charge for this visit. I am inviting parents/carers to make a voluntary contribution of **£15.20** (£1 if a PP student). Whilst there is no obligation to contribute and students will not be treated differently according to whether or not their parents/carers have paid, this trip will not be able to proceed unless voluntary contributions are received. Please may we ask Parents/Carers to pay online via MCAS (My Child At School) rather than sending Students in with cash or cheques. If you need any help regarding this, please contact finance@holyrood.uat.ac

We hope that your son / daughter will be able to attend and would be grateful if you could complete and return the attached permission slip to the Finance department by **Friday 2nd December 2022.**

Yours faithfully



Mrs F Challis
Head of Sixth Form
Assistant Headteacher
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: -----

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/Carers.

- 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/Carers do not subsidise another Child's visit. Indeed the visit could not take place without full parental financial support. If a Parent/Carer 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/Carers 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