28 March 2019

Dear Parents and Carers

**GCSE Geography Field Trip to Epping Forest and Stratford (London) - 3rd and 5th June 2019**

The Geography Department has organised the above field trips as fieldwork is a compulsory part of the Geography GCSE course. Students will be collecting data and learning the techniques used to collect this data. This is examined as part of their GCSE examination. The total cost of the trips is £82.50 per student. This cost covers transport and tutor provision from the Field Studies Council.

Year 10 students will be split into 2 groups, and will visit each destination across the 2 days.

For both trips, we will be departing School by coach at approximately 8.00am and returning to School at approximately 5.00pm. These timings will be confirmed closer to the time.

Students should wear appropriate clothing for their day in Epping Forest: such as tracksuit bottoms, t-shirt, jumper and waterproof coat as well as comfortable shoes or walking boots as there will be a large amount of walking. Students should wear School uniform for their day in Stratford. Sensible shoes are recommended also. On both days students must be prepared for adverse weather conditions and be provided with a packed lunch and water.

An initial payment of £20 is required by Monday 1st April to secure your son/daughter’s place on this trip. Following this, the balance of £62.50 is due by Friday 17th May.

In order for your son/daughter to take part in these trips, you will need to complete this GroupCall reply slip and organise your initial payment by 1st April. Payment can be made online by SCOPAY, or alternatively by cheque (payable to Rickmansworth School) or cash, which should be placed in a sealed envelope marked with your son/daughter’s name and ‘Year 10 GCSE Geography Field Trips’ and handed in to the Bursars’ Office.

Please do not hesitate to contact me with any queries.

Yours sincerely

Mr J Carrera
Head of Geography
To: Bursar’s
Re: GCSE Field Trip to Epping Forest and Stratford

Student Name .................................................................

Form & Teaching Group ..............................................

Having read and understood the details of the visit as set out in the letter of 28 March 2019, I wish my son/daughter to participate in the trip to Epping Forest and Stratford and enclose a deposit of £20 (non-refundable).

☐ I acknowledge the need for my son/daughter to behave responsibly and agree to the School’s procedures in this respect. Although the staff of the School escorting the party will exercise due care and attention, I understand they cannot necessarily be held responsible for any loss, damage or injury, which may befall my child named above during or as a consequence of the journey and visit.

☐ I understand that the School reserves the right to remove any student whose behaviour at School does not meet the standards required of all our students. In such cases any deposits paid will be non-refundable, and the full cost of the trip may be payable if a replacement cannot be found.

☐ I understand that I must notify the School office of any change in the medical condition of my son/daughter, and of any change to the Emergency contact numbers provided below.

Emergency Contact Number 1:..........................................................

Emergency Contact Number 2:..........................................................

Please tick against method of payment below:

Online payment: I am registered for the School internet payment facility and would like to make online payments. Please check back daily should the system not yet show this item. ☐

Cheque payment: please make cheques payable to Rickmansworth School and hand in at the Bursar’s Office ☐

Cash payment: please hand in with this slip at the Bursars’ Office ☐

My email address is ...........................................................................................................................................

Signed (Parent/Carer)...........................................

If the payment is in cash and over £20 a receipt MUST be obtained from the Bursars Office. Cheque and cash payments MUST be placed in an envelope clearly labelled with the Student’s name and the payment reference. Thank you.