12 June 2018

Dear Parents and Carers

Year 12 Biology A level Field trip to Flatford Mill, Suffolk, 3 - 4 July 2018

Before we depart for Flatford Mill in Suffolk for our Biology field trip on Tuesday 3 July, I wanted to make sure you were aware of an information evening, a few final details and expectations. These are all in place to ensure students are safe and enjoy this interesting field trip.

A reminder that final payment is due by Friday 15 June 2018.

A current itinerary is attached for your information; this may be subject to some changes. Students will be given a copy of the finalised version and are expected to carry it with them at all times.

The following is a brief outline:

1. We will meet at **School on Tuesday 3 July at 6:45am.** We should return to **School at approximately 4.00pm on Wednesday 4 July.** If the bus is delayed, or there are any issues, your son/daughter will be asked to contact you.

2. We are staying at Flatford Mill Field Centre, East Bergholt, Suffolk, CO7 6UL, **Tel:** 01206 297110

3. Students will only require a little spending money to buy food and drink on the journey there and back and at the Centre, where there is a small shop selling sweets and soft drinks. Meals are provided for lunch and dinner on the Tuesday and breakfast on the Wednesday so students will not need to purchase food.

4. Some of the time students will be ‘unsupervised’. They are expected to remain within the designated areas, as detailed in the itinerary, and as instructed by staff. They must always remain in a group of 3 minimum. Their phone should remain on at all times, in case we need to get hold of them. If they change their number prior to the trip, they must inform us.

5. Students will need to pack sensible, warm, waterproof clothing as well as sun cream and light clothing to protect them from the sun as we will be outside most of the day. A more detailed equipment list will follow.

**Itinerary:**

Day 1 -
1000 - Arrive and welcome
1030 – Lab and field based introduction to the woodland habitat
1200 – Fieldwork in the woodland
1600 – Lab based follow up including statistical analysis
1800 - dinner
1845 – Lab and file based introduction to freshwater habitats

Day 2 -
0900 – Fieldwork in the freshwater habitats
1200 - Depart centre with data to process at school.

Finally, students are representing the Biology Department, the School, their family and most importantly themselves. We would like them to give a really good impression. In the unlikely event of any unacceptable behaviour, particularly with excess noise at the Centre, consumption of alcohol or failure to follow instructions on the trip, we will have no hesitation in sending your son/daughter home immediately at your expense. There can be no warnings or second chances.

We are looking forward to the trip and taking the current Year 12 students. I am sure it is going to be a great experience for us all!

If there are any questions please get in touch with me via email at jclements@rickmansworth.herts.sch.uk. Alternatively, there is a Parents’ Information Evening scheduled for Tuesday 26 June at 7pm in Sc1 to provide an opportunity to answer any of your questions. We will be sending out an event attendance reply slip following this email, please indicate if you can attend. I hope to see you there!

Yours sincerely

Mrs J Clements
Head of Biology
To: Mrs J. Clements  
Flatford Mill Information Evening – Tuesday 26 June

Student Name …………………………………………………………………………………

Form & Teaching Group …………………………………………………

We will/will not be able to attend the Flatford Mill Information Evening on Tuesday 26 June 2018.

Signed: ............................................................................ (Parent/Guardian)

Date: ......................................................................................................