1 May 2019

Dear Parents and Carers

**Biology A Level Field Trip**

**Amersham Field Studies Centre Thursday 27 June and Friday 28 June**

The required practical course content forms a crucial part of the new A Level course in Biology. Students are required to undertake a fieldwork project, in order to learn the skills required for an independent investigation. To ensure that the required knowledge and application of skills are sufficiently covered we are running a two day field trip to the Amersham Field Study Centre on Thursday 27 and Friday 28 June 2019. The trip is being run in conjunction with the Reach Free School so there will be teaching staff from both schools present.

The Amersham Field Centre is part of the Field Studies Council and provides excellent tuition and resources for day trips. The cost of the trip will be £90.00 per student.

It is strongly advised your son/daughter attends this trip; practical experience is important for success in the independent investigation and will also provide knowledge for the exam. **Please return the attached online form to confirm attendance and make the payment of £90 via Scopay by Monday 3 June 2019.** If your son/daughter is in receipt of the 16-18 bursary they may be entitled to help with funding the trip. If this is the case please ask them to speak to me by no later than Wednesday 15 May.

The trip will run as two separate day trips, departing by coach each morning and returning back to School by 3pm each afternoon. Students are expected to attend both days of the course in order to learn the necessary course content and to complete the required practical.

If you are experiencing difficulties and would like to discuss payment options please contact the Bursars’ Office.

Yours sincerely

Mrs S Leithead

Deputy Head of Science Faculty
To: Bursar’s Office  
Re: Biology A Level Field Trip

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

☐ Having read and understood the details of the visit as set out in the letter of 1 May 2019, I wish my son/daughter .......................................................................................................................... (Name in block capitals) to participate in the trip to 'Biology A Level Field Trip'.

☐ 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 upon return to School my child will no longer be under the authority of the School and my child is aware of the arrangements for getting home.

☐ 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.*