18 September 2018

Dear Parents and Carers

Whipsnade Zoo Visit for Year 7

I am writing to you with news of an exciting opportunity for your son/daughter offered by the Science Department on the first enrichment day of the year. To complement their studies in Science, a booking has been made to take Year 7 students to Whipsnade Zoo. This will take place on the October Enrichment Day.

The day will consist of a series of activities in which groups will be exploring parts of the zoo with our focus being on animal adaptations.

The visit has been planned for Tuesday 2 October 2018 to coincide with our first Enrichment Day. We request a voluntary contribution of £15 per student to cover the cost of running the day. Students will have to bring food and drink for the day, unless they currently receive free school meals, in which case the School will provide a packed lunch if requested. Students are expected to be in full school uniform. Much of the day at Whipsnade Zoo will be outside, and students should wear appropriate outer clothing for October weather. They should also be in appropriate footwear as we will be doing a lot of walking. The coach will depart Rickmansworth School at 8:45am, and return for approximately 3:15pm. The coach will not wait for any late students.

Please organise payment of £15 by Friday 28 September at the latest. You can pay online via ScoPay, or by cheque (payable to Rickmansworth School) or cash which should be placed in an envelope with the student’s name and marked with “Whipsnade Zoo”), and handed in to the Bursars’ Office. Please return the reply slip as soon as possible as this is compulsory.

Yours sincerely

Mrs S Leithhead
Deputy Head of Science Faculty
To: Bursar’s Office  
Re: Whipsnade Zoo Visit for Year 7  

Form & Teaching Group  

☐ Having read and understood the details of the visit as set out in the letter of 18 September 2018, I wish my son/daughter (Name in block capitals) to participate in the trip to Whipsnade Zoo.  

☐ 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  

Pupil Premium: My son/daughter is in receipt of Pupil Premium  

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.