8 July 2019

Dear Parent and Carers

ENRICHMENT WEEK 15-18 JULY 2019
ACTIVITY INFORMATION – YEAR 7

All students have been issued with their timetables for the forthcoming Enrichment Week via Show My Homework. I now have pleasure in attaching for your information the following documents:

- **Updated version of timetables** - Please check these carefully with your son/daughter so that they are aware of the activities they have been allocated. We cannot at this late stage change activities as bookings have been confirmed, registers prepared and risk assessments finalised.
- **Activity Information Sheet** – This lists all activities taking place during Enrichment Week, together with start and end times, meeting places, dress code, and any other details you may need. Please ensure that your son/daughter arrives at the specified meeting point on time. Coaches will be leaving promptly at the times indicated for off-site trips, and for those travelling by train the group will not wait beyond the allotted time for late comers. Refunds will not be possible in such cases.

**School Uniform**
Uniform does not need to be worn during the week unless indicated, but students must wear clothing appropriate to the activity they are participating in. Students must be dressed modestly (ie no hot pants, low cut tops, belly button showing, vest tops etc), and must follow normal School expectations regarding jewellery and hair.

**Mobile Phones**
The current policy of no mobile phones during School Hours will continue throughout Enrichment Week. The only exception to this will be on off-site trips where photographs may be permitted if appropriate and at the discretion of accompanying staff.

**Behaviour**
We will be reminding all students that although the timetable will be collapsed during Enrichment Week our behaviour expectations of all students remain unchanged both in School and off-site. Normal sanctions will be applied throughout the week, and any serious issues could result in students being withdrawn from activities, with no refunds applicable.
I would be grateful if you could complete and return the attached on-line consent form by **Wednesday 10 July** confirming your understanding of the details above, and your consent to your son/daughter participating in the activities indicated on the attached schedule. Payment should also be made via Scopay for these activities by Friday 12 July.

Kind regards.

Liz Pickford  
Head of Careers  
Acting Director of Operations  
Enrichment Week Coordinator

Email: lpickford@rickmansworth.herts.sch.uk
To: Bursar's Office  
Re: Enrichment Week 2019 – Activity Information  

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

☐ Having read and understood the details of the visit as set out in the letter of 8 July 2019, I wish my son/daughter …………………………………………………………… (Name in block capitals) to participate in Enrichment Week 2019 – Activity Information.  

☐ 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.  

Remote Supervision  
On some Rickmansworth School trips, we would like to be able to remotely supervise groups of students on occasion. This approach, as part of the organised educational experience, enables the group to have the broadest experience, collect more or independent data, visit more sites and by doing so, develop their own personal skills. Examples of where this may occur include Biology and Geography fieldwork trips, trips to museums and theatres, and Duke of Edinburgh Award and navigation exercises. Students are fully briefed and equipped before they carry out their activity, and in addition:  

• Sites visited are risk assessed by Rickmansworth School.  
• Appropriate support e.g. first aid equipment is available with the Trip Leader.  
• Communication systems are in place between the students and the trip staff, including emergency and non-emergency contact, during the period of remote supervision.  
• Students will be checked in on regularly by staff rotating between groups of students.  

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)………………………………………………………………………………………………………………  

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

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

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.