



# Fulford School

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Headteacher: Ms. L. Savage, BA, NPQH

Deputies: Mr D. Bodey BSc, Mr. T. Johnson, BA



Ref: SJ/JW

15 January 2015

Dear Parent/Carer

**Re: German Exchange 2015**

I write to invite you and your son/daughter to an information evening that will be held in the Sixth Form Common Room at 6pm on Thursday 26 February 2015. The meeting shouldn't last more than half an hour and will give us an opportunity to discuss the programme which has been arranged for the German Students.

**The final payment of £120 is due by Friday 6 February 2015.** Please make cheques payable to Fulford School Fund and write German Exchange and your son's/daughter's name and form on the back.

I would be grateful if you could also complete and return the attached medical/consent forms.

Yours faithfully

Ms S Janssen-Havercroft  
Trip Leader

FULFORD SCHOOL

Consent Form to Attend an External Visit

Place of Visit: German Exchange 2015 & Whitby

Date of Visit: 5/6/15-14/6/15 & Thursday 19 March 2015

Name of Pupil \_\_\_\_\_ Form \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Telephone No \_\_\_\_\_ Date of Birth \_\_\_\_\_

Telephone numbers where parents may be contacted:  
Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Dietary Requirements

\_\_\_\_\_

Medical Information

You provided medical information at the beginning of the School Year. Please indicate below if these details have changed.

\_\_\_\_\_

Date of last Tetanus injection \_\_\_\_\_

\* I do / do not consent to my son/daughter \_\_\_\_\_ attending the visit. I am satisfied that he/she is fit to attend the visit. I acknowledge the need for good conduct and responsible behaviour on his/her part.

\* I agree / do not agree to my son/daughter being photographed during the visit.

\* I agree /do not agree to my son/daughter being administered paracetamol or ibuprofen if necessary

I agree, unless otherwise indicated, to any emergency medical treatment necessary during the visit and understand this to include any emergency first-aid treatment by the qualified staff involved.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian)

FULFORD SCHOOL

Code of Conduct for Residential Visits

**The Students**

It is important to appreciate and remember that when on residential visits, you are representing yourself, your school and if travelling abroad, your country also. The way you conduct yourself will have a lasting impression on those with whom you come into contact. It may also have implications for your personal health and safety as well as that of other staff and students on the visit. Given this it is vital that all students participating on residential visits agree to, and follow the code of conduct. This is especially important as there may be times when a teacher is not in your company and you are not under direct supervision.

What we expect of you:

- To listen carefully to instructions and to follow all instructions on behaviour, personal safety and the safety of others.
- To respect the environment wherever you go and not to drop any litter.
- If travelling abroad to remember that the culture of the country may be very different to that of your own and to respect that of the host country.
- To remember that you are a guest in your new environment and to be courteous at all times.
- To notify staff immediately, should any problems arise.

**The Parent/Carer**

The members of staff on this trip will be acting ‘in loco parentis’. They will exercise reasonable care to ensure the safety and well-being of the students. The rules on the trip are designed to protect and safeguard your child and ensure an enjoyable trip.

What we expect of you:

- To be responsible for your child’s actions and to emphasise the need to adhere to the terms of the code of conduct.
- To be prepared to pay for any damage caused by your child in not following the rules on the trip.
- To collect your child from the destination of the visit and to meet the cost of returning your child back home should staff feel that his/her behaviour merits this.

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I have read the Code of Conduct and agree to follow it.

Parent/Guardian Name .....

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

I have read the Code of Conduct and agree to follow it. I undertake to be a responsible member of my party and be respectful to the needs of others at all times

Pupil Name ..... Form .....

Signed ..... Date .....  
(Student)