



# Fulford School

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Headteacher: Ms. L. Savage, BA, NPQH  
Deputies: Mr D. Bodey BSc, Mr. T. Johnson, BA

Ref: CT/JW

30 January 2015

Dear Parents/Carer

## **French Exchange – 21-29 March 2015**

As the departure to France approaches, we are writing to invite you to a short meeting on Thursday 12 February at 6.00 pm in the School Hall, where we will be able to give details about our journey and the programme for our time in France. It is very important that parents and students attend. Please could we also remind you that the final payment of £130 is due by 13 February.

Please could you complete the attached Code of Conduct for residential visits and also the medical/consent form ensuring you write your child's mobile phone number (if he/she is taking one on the trip) on the reverse. We will be collecting Passports and European Health Insurance Cards in at the meeting. If your child does not have a European Health Insurance Card you can apply online at [www.ehic.org.uk](http://www.ehic.org.uk).

We look forward to seeing you on Thursday 12 February.

Yours sincerely

Mr C Towse  
Language Department

FULFORD SCHOOL

Consent Form to Attend an External Visit

Place of Visit: French Exchange

Date of Visit: 21-29 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)

\* delete as appropriate

**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.

✂ -----

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)