



# Fulford School

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Ref: TB/JW

2 October 2019

Dear Parent/Carer

**History Visit to Berlin, Germany – Friday 25<sup>th</sup> – Monday 28<sup>th</sup> October 2019**

I write to inform you of an information evening that will be held in the school hall at 6pm on Wednesday 16<sup>th</sup> October. This will give final details for the Berlin Visit.

The evening will allow parents to meet several of the staff assisting with the visit and receive emergency contact numbers.

Please could you ensure you have completed the consent/medical form and code of conduct previously sent to you and return them together with your son's/daughter's passport and EHIC (European Health Insurance Card) to the school office as soon as possible or alternatively hand them in at the meeting.

I very much hope you can attend what should be a short but valuable meeting.

Please feel free to contact me on the above number if you have any further queries.

Yours sincerely

Miss T Bowen  
Head of History (Trip Leader)

**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/Carer 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

Student Name ..... Form .....

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

# FULFORD SCHOOL

## Consent Form to Attend an External Visit

Place of Visit: Berlin

Date of Visit: 25<sup>th</sup> - 28<sup>th</sup> October 2019

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

Address \_\_\_\_\_

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

Telephone numbers where parents may be contacted:

Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Dietary Requirements

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### Medical Information

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

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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 \_\_\_\_\_  
(Parent/Carer)

Date \_\_\_\_\_

\* delete as appropriate

Educational Visits/Parental Consent/EVF2