

01 December 2015

Dear Parent/Carer

Enrichment Day Trip to York Minster – Wednesday 9 December 2015

As part of our Enrichment Programme of events, Year 10 students will complete a short investigatory trip to York and York Minster as part of the theme, 'My Place in the World'.

Students will be expected to arrive at College at the normal time, when they will be briefed on the events of the day. They will then travel from the College to York by coach and arrive at approximately 10.30am. The students will be divided into groups and each group will spend approximately 45 minutes at York Minster. During other times the students will participate in a 'treasure trail' around the York, exploring the sights of the city centre. There may be occasions when your son/daughter will be out of the direct sight of a member of College staff. They will, however, have access to staff at designated meeting points and be equipped with staff mobile phone numbers in case of emergencies. This is classed as "remote supervision".

Students will need to ensure that they are in College uniform but have a warm and waterproof coat with them and suitable footwear for walking in and around the Minster and the wider city; trainers are acceptable. They must also bring a pen and a pencil with them for the fieldwork activities they will be undertaking. Students will require a packed lunch as we will not be returning to College until later that afternoon. Those students entitled to a free College meal will have a free packed lunch provided on the day. If you prefer, your son/daughter may bring a small amount of money to buy lunch whilst they are in York itself. Please note that the College rules on using mobile phones remain in force when students are being addressed and given instructions by their teachers. However, students may use their mobiles during lunch and to take photos and video footage at the site for fieldwork purposes. The students can also bring a sensible amount of money if they wish, to make purchases anything from the gift shop or buy food in the centre. However, the College cannot be held liable for any loss of property, money or valuables.

For this visit to go ahead, we must ask parents/carers for a voluntary contribution of £9.00 to cover both the cost of the coach and entry to the Minster. While no Year 10 student will be excluded from the visit, a lack of contributions may lead to the visit being cancelled. Please note that this activity is not covered by 'Parent Pay' and only cash or cheques payable to 'Caedmon College Whitby' can be accepted. Any student not on this trip will remain in College and participate in other enrichment activities.

We need parental/carer consent for students to take part in this visit and therefore could you please complete the attached reply slip and return with your contribution to the College office, no later than Wednesday 2 December 2015.

Many thanks for your help and support of this visit.

Yours sincerely

Mrs J Taylor
Director of Learning: Humanities

**REPLY SLIP – To be returned to the Main Office at either break or lunch time by
Wednesday 2 December at the latest**

Y10 Enrichment Trip – York and the Minster – 9 December 2015

£9.00 contribution

(£6.00 for coach and £3.00 entry to York Minster)

Student's name: _____ Tutor group: _____

I hereby confirm that I have read and understand the arrangements for the educational visit outlined above, and therefore give my informed consent to my son/daughter taking part. I also agree to my son/daughter having remote supervision as outlined in the above letter, when out of sight of College staff. I also confirm that I will be responsible for collecting my son/daughter from the visit in extreme cases, such as if illness or unacceptable behaviour occurs.

In case of any emergency, the telephone number that staff should use:

Tel: _____

Signed: _____ (Parent/Carer) Date: _____

