Dear Parent/Guardian,

**Trip to Normandy, October 2016**

We have some places left for the Normandy trip, France (Sunday 16th to Wednesday 19th October 2016). I would like encourage you to think about this exciting opportunity for your son/daughter.

Here are the key details about the planned trip:

- 4 days and 3 nights
- Departs on **Sunday 16/10/2016**
- Returns on **Wednesday 19/10/2016**
- The cost is £350 per pupil and it includes:
  - Full Board and transport,
  - Entrance ticket to the Bayeux Tapestry museum which is listed "Memory of the World" by UNESCO,
  - Entrance ticket to the Mount St Michel Abbey, which is also been listed as UNESCO World Heritage Site since 1979,
  - A visit to the “Drakkar”chocolate museum,
  - A visit to Graidorge cheese farm,
  - A visit to Les Co-pains bakery,
  - 2 games of bowling,
  - A tree top adventure course,
  - Weather permitting, we will try to go to the Juno Beach.

In addition to the tour cost, you son/daughter will also require current passport, visa (if applicable / EHIC / ANY OTHER SPECIFIC MEDICAL REQUIREMENTS). Please also send in a **copy of your child’s passport**. You may wish to give your son/daughter with some pocket money for which you should budget an additional amount if applicable.

To apply for a place for your child, we ask for a non-refundable £75 contribution via Parent Pay using the **NORMANDY2016** code (unless the trip is cancelled due to lack of numbers), which **must be paid by the 13th May 2016** in order to secure the booking. Temporary bookings are made, but the company we are using can only secure the price for a certain time. Should we not have enough pupils, we will have to cancel the trip, as the prices would be much higher. Would you please return the attached slips ASAP to Mrs Senges.
As you can see from the attached code of conduct, behaviour is paramount in our trips and we reserve the right to look into your son’s/daughter’s behaviour history to accept him/her in the trip.

You will be receiving more information after the money is completed and all bookings have been confirmed.

Should you require any further information, please do not hesitate to contact me.

Yours sincerely,
Mrs Seng

[Consent Form]

[Consent Form]

- I give my consent for my child to take part in the visit to Normandy from the 16th to the 19th October 2016
- I confirm that I will pay for the total cost of £350 for the residential activity visit and I have paid the deposit via parent pay (£75). I understand that the deposit is not refundable once my child’s place has been confirmed.

Name(s)

______________________________________________________________

Child’s name ___________________________ Class ______________

Signed ___________________________ Parent/Guardian  Date ___________________________
Student Code of Conduct – Trips and Visits

Pupils are expected to behave as ambassadors for their school and for their country. It is essential that the following behaviour expectations are met in full by all students taking part in trips and visits within and outside the UK. This code is published to pupils and parents and forms the “ground rules” of the trip. Pupils are subject to the authority of members of staff who have a duty of care for the duration of the trip. All the rules and regulations which follow are a requirement for the safety and enjoyment of all involved.

In general all pupils are expected to behave throughout the trip with dignity and respect, treating other people with kindness and courtesy and bringing credit upon themselves and the School. In particular, the following points should be noted but not constitute an exhaustive list:

1. Students are subject to and must observe the law of the land whether in the UK or abroad.
2. Students must listen to and follow closely instructions given by members of staff, seeking clarification immediately should they not understand or not hear an instruction.
3. Students must remain aware of their surroundings, environment and needs of other people whoever and wherever they may be and behave in a manner that brings credit to the school at all times.
4. Students should always dress in an appropriate manner, T-shirts or other clothing with logos should not cause offence to either teachers or members of the public.
5. No alcohol, cigarettes or illegal drugs are to be taken on trips, purchased on trips or consumed on trips by any student regardless of age.
6. Items such as knives, replica knives, firearms, replica firearms, B.B. Guns, toy guns, fireworks etc. are not permitted on any school trips and may not be purchased on school trips.
7. Loud or extreme behaviour is frowned upon in all societies and students must refrain from bringing undue attention to themselves or the group of which they are part.
8. Relationships – it is forbidden to engage in public displays of affection and/or physical contact. Any physical contact of a sexual or affectionate nature will be considered as a breach of School rules.
9. Students must respect the environment of the country and must pay due regard to their responsibility to avoid causing damage, avoid leaving litter or otherwise engaging in any other form of anti-social behaviour. Any damage that is caused must be reported immediately to the member of staff in charge.
10. When staying in hostels, hotels or other accommodation students are not allowed to visit each other’s bedrooms without the express consent or instruction of a member of staff.
11 Pupils should behave appropriately at all times in the accommodation, particularly after ‘lights out’ when respectful quiet should be maintained. Students must not leave their rooms once lights out has been reached except in the event of an emergency. It is forbidden to leave the accommodation without the express permission of a member of staff. Pupils’ rooms will be regularly checked and must always be kept tidy.

12 No pupil may leave their accommodation, depart from any itinerary, planned route or planned activity without the express consent of the member of staff in charge.

13 When eating students are expected to demonstrate good table manners, to be appreciative of the foods they are served and to do their best to follow local customs and traditions.

14 When part of a group it is rude and selfish to keep others waiting, it is essential that all students take responsibility for their time keeping and that they are in the appointed place at the correct time.

15 Students must be aware of issues such as road safety, railway safety, water safety etc. Students must observe local byelaws by using road crossing points in accordance with the law, standing well back from railway platforms, not entering water unless authorised to do so etc. and not obstructing the route of other pedestrians on pavements, concourses, railway platforms etc.

16 Students must take reasonable care of their possessions. Valuable items should not be taken on school trips unless absolutely necessary, money and valuables should be carried safely and should never be left unattended.

17 Items such as passports, airline tickets etc., must be kept safe and handed to the teacher in charge when requested.

Any breaches of this Code of Conduct will be dealt with at the discretion of the members of staff on the trip and according to the protocol for dealing with discipline on a School trip. Parents are required to accept responsibility for any damage or costs incurred by their son/daughter due to his/her conduct and actions, whether intentional or not. Any claims made by a third party against a pupil, or the School as a result of his/her actions, must be met by the pupil’s parents in the event that they are not properly covered by insurance.

A serious breach of this Code of Conduct or of the normal rules of acceptable behaviour may ultimately result in the pupil being repatriated or returned home at the expense of his/her parents; such a decision is made only in extremis.

GD 09/10/2014
Please return to Mrs Senges
Name of Trip or visit: Trip to Normandy, October 2016

Name of student (please print):
____________________________________________________________

I have read and agree with the Code of Conduct for the above trip and I agree that I will conform with the expectations of the school.

Signed by student: ________________________________________________________

I have read and agree with the Code of Conduct for the above trip and I agree that my son/daughter will conform to the expectations of the school.

Signed by parent/guardian:
____________________________________________________________

Date: _______________________

Photography

Students of course will wish to take photographs on school trips, where this is permitted by local regulations it is encouraged by the school.

I give my permission for Chatham Grammar School for Boys to use photographs of my son/daughter for publicity purposes. I understand that the school has no control over photographs placed on electronic media by other students and cannot be held responsible for any embarrassment or distress that this may cause.

Reasonable Care

Supervising adults on school trips are expected to act in the best interest of the students and in “loco parentis”, taking the same precautions that a reasonable parent would take. I understand that the school cannot be held responsible for any injury or loss other than where supervising adults have acted negligently.