

21st March 2019

Dear Parent/Carer,

Year 7 Warwick Castle 13th May 2019

We are organising a trip to Warwick Castle for Year 7 students as part of their humanities studies, and your son/daughter is invited to participate. In term 5, students will be studying different types of castles in humanities, in conjunction with the house competition to build a model castle. By visiting a real life castle, students will be able to get a real sense of what an early castle would have looked like along with different defence tactics. Five teachers will be accompanying the students on this trip.

This is a non-residential educational trip. The cost per student is £20. If you wish to book a place on this trip, please log in to Parent Pay and complete the required details by Friday 5th April. Finally, please complete the attached eligibility and conduct agreements with your child, and return them to student reception immediately. Your place will not be confirmed until we have received the signed agreements.

Travel to Warwick Castle will be by coach. The trip leaves from The Wren School at 8am on 13th May and will return to school via Southcote Lane at 5pm (traffic permitting). Parents will need to make their own travel arrangement for students to and from school at these times.

Students will need to wear school uniform and bring writing equipment with them. Students will need to bring their own lunch. Any students in receipt of free school meals will need to order a packed lunch when booking a place on ParentPay. You may wish to provide your child with 'pocket money', and up to £10 is thought to be sufficient for the trip.

We cannot fund this trip from the school's budget. Whilst there is no obligation to contribute, and no student in the group will be omitted from the trip if their parents do not contribute, the trip cannot take place if insufficient contributions are received. In case of financial hardship, support is available and any request will be dealt with confidentially and sympathetically. Please see The Wren Nest Egg Policy on our website for details. Pupil Premium students may also be able to use part of their funding to subsidise this trip, in consultation with the Pupil Premium Leader. Please contact me if you wish to discuss this option.

Contributions are generally non-returnable unless the trip is cancelled by The Wren School. Should the student be withdrawn by parental request, we will make every effort to fill places from a reserve list; however all costs incurred by The Wren School due to the cancellation will have to be covered, whether the place is filled or not. The school reserves the right to charge an administration fee of 5% of the total trip cost. All such withdrawals should be discussed, in the first instance, with the Trips Administrator.

Please be aware that the medical information and contact details for your son/daughter that you have supplied for The Wren School's records, are printed and taken on the trip by the trip leader and their deputy, in case an emergency arises. They are also supplied to the member of the Senior Leadership Team who is the point of contact for the trip. The printouts are destroyed once the trip is over. By applying for a place on the trip you are giving your consent for this information to be used for this purpose.

Please be aware that lost/stolen/damaged personal effects are not covered by school insurance.

The organisation of all trips includes a comprehensive risk assessment.

Our School Trip Policy holds comprehensive information on all aspects of this trip, and we recommend that you read this in conjunction with this letter. It can be found on the Policies section of our website. If you have any questions which are not answered by the policy, please contact the Trips Administrator on trips@wrenschool.org.

Kind regards,

Mr T Le Coq
Teacher of Humanities