



Our reference PJT/NIJ/pf
30 January 2012

Parent Letter No 68 (Selected Students)

WOLGARSTON HIGH SCHOOL

Staffordshire

Dear Parent / Carer

Visit:	Costa de Almeria, Spain
Dates:	Monday 9 July 2012 to Friday 13 July 2012
Visit Leader:	Miss N Jones
Accompanying Staff:	TBC

I am pleased to announce that we are currently planning a residential visit to Spain, visiting Costa de Almeria and the surrounding area. We plan to leave from school on Monday 9 July 2012 and return to school on Friday 13 July 2012.

This visit is open for all students currently studying a language and/or Humanities. The focus of the trip is to investigate the cross curricular links within the ICS faculty. The planned objectives of the visit are to promote cultural understanding and to widen horizons of students, to improve Spanish language skills for language students whilst developing communication and life skills, and building confidence in young people.

This is a visit for which by law we are unable to make a charge. However, the visit cannot take place unless we ask for a voluntary contribution of **£550 per student** towards the cost of all transport to and from school, by coach and air, accommodation and entry to attractions. A non-refundable deposit of £100 will be due by **Friday 10 February 2012**. The second instalment of £150 will be due by **Monday 12 March 2012** with a third instalment of £150 due by **Wednesday 25 April**. The remaining balance of £150 will be due by **Wednesday 20 June 2012**. Parents/carers of students who are in receipt of free school meals should contact the student reception in the first instance to discuss eligibility for support with costs.

All bona fide visits by Staffordshire schools are covered by the County Council's public liability insurance and school journeys insurance (copy of policy overleaf). In addition, the necessary risk assessments for this visit have been carried out.

Please be aware this visit involves walking around busy cities, pupils should be reminded to be vigilant and aware of their surroundings. Limited places are available for this visit, please be aware that places will be allocated on a first come, first served basis. However, recent behavioural issues and attitude to learning will be considered before your child is guaranteed a place on the visit.

If you would like your son/daughter to attend this visit, please complete the accompanying Parental Consent Form and return with a deposit of £100 to Student Reception by **Friday 10 February 2012**. Please note this is a final deadline and late payments will not be accepted. Cheques should be made payable to *Wolgarston High School*. You can also pay for this trip online using Tucasi, the schools online payment service which can be located on our website.

If you have any queries, please do not hesitate to contact the visit leader in the first instance, either by telephone through the main school number or by email on n-jones@wolgarston.staffs.sch.uk.

Yours sincerely

Miss N Jones
Visit Leader

Headteacher: Mr P J Tapp MA

Wolgarston High School, Cannock Road, Penkridge, Staffordshire, ST19 5RX

Tel: 01785 788400 Fax: 01785 788418 office@wolgarston.staffs.sch.uk www.wolgarston.staffs.sch.uk

PARENTAL CONSENT FOR A SCHOOL VISIT

WOLGARSTON HIGH SCHOOL

Staffordshire



Student Name Year, House and Tutor

1) **Visit Details**

Visit to **Costa de Almeria, Spain on Monday 9 July 2012 to Friday 13 July 2012.**

2) **Medical Details**

My son / daughter has the following medical or special needs

.....

3) **Dietary Details**

My son / daughter has the following dietary needs

.....

Please tick the box if your son/daughter is in receipt of free school meals and requires a packed lunch from the school's catering provider.

4) **Insurance**

I understand the limits of insurance provided for this visit.

5) **Transport**

I understand the transport arrangements for this visit and my son / daughter understands the need to wear a seatbelt. I will be responsible for the transport of my child to and from the pickup point, if required.

6) **Payment** Voluntary Contribution of £550.00. Cheques payable to Wolgarston High School.

A non-refundable deposit of £100 will be due by **Friday 10 February 2012.**

PAID ONLINE THROUGH THE SCHOOLS WEBSITE (Please tick if applicable)

7) **Photographs**

Photographs taken on the visit may be used in school, school publications (including the website) or education service promotional information.

Please tick the box if you do **NOT** wish your son/daughter photographs to be included.

I agree to the above named student attending the visit as detailed above. I acknowledge that in order to be included, he/she will need to maintain good attendance and responsible behaviour.

Name of Person with Parental Responsibility (please print)

Signature of Person with Parental Responsibility

Telephone Number in case of Emergency

Date

FOR OFFICE USE ONLY

Parental consent and payment (where applicable) received:

(date stamp)

Payment by Cash Cheque. Name of Drawer.....

(date stamp)

Winter Sports cover

1. General winter sports cover

Applies to all Insured for all of the following:

- (a) skiing, ski walks, the use of ski-hobs and toboggans and skating (all to a standard appropriate to the Person Insured's experience and training as judged by qualified instructors)
- (b) transits by lifts and recognised paths to and from skiing and ski-hob pistes all under the direct supervision of qualified instructors and/or teachers
- (c) unaccompanied use of nursery ski slopes or skating with the consent of a qualified instructor

2. Advanced winter sports cover

Applies also to all Insured aged 18 years or over where they are qualified by training or experience to participate in the following:

Skiing including off-piste, ski walks, skating and the use of ski-hobs and toboggans including transits by lifts all without supervision

Significant or unusual exclusions or limitations

Excess

The first £15 of any claim for most aspects of cover under Cancellation, Personal Effects and Medical Expenses.

Activities excluded

- Motor-cycling, racing of any kind other than on foot, or air travel other than as passenger in a licensed passenger carrying aircraft

General Insurance Exclusions

- Intoxication of or the illegal use of drugs by any Insured or deliberate exposure to unnecessary danger (except in an attempt to save human life) or sexually transmitted disease
- Any Insured undertaking a School Journey against medical advice
- Any loss directly or indirectly arising out of, contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon
- Ionising radiation or contamination by radioactivity
- War invasion act of foreign enemy hostilities (whether war be declared or not) civil war rebellion revolution Insurrection or military or usurped power
- Pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speeds

Special conditions

- There are a number of obligations on the Insured relating to disclosure of information at the time of booking the trip and to their conduct in the event of a claim.
- There are conditions about required standards of proficiency for participation in hazardous activities, and conditions about safety equipment for use with water based activities

Claim notification

If you want to make a claim, please contact the Policyholder at their address. Claims are to be notified as soon as possible, with full details to be provided within 30 days of the claim (7 days in respect of riot or malicious damage) including supporting evidence in writing. The Police must be notified as soon as possible in the event of theft or malicious damage.

Cancellation Rights

This policy does not entitle you to a cooling-off period.

Complaints Procedure

We want to provide a first class service. If you have any cause for complaint you should, in the first instance, contact either the Policyholder or Zurich Municipal on 0870 2418050. Please quote the details of your policy, your surname and initials, policy number, departmental reference, etc).

Keyfacts

SUMMARY OF COVER – SCHOOL JOURNEY POLICY (non-adjustable)

Policy Number: SJ-02AA04-0013
Insurer: Zurich Municipal
Policyholder: Staffordshire County Council
Period of Insurance: From: 01 May 2011 To: 30 April 2012

This is a summary of the significant features, benefits and limitations of the cover by Zurich Municipal's School Journey policy. The full terms, conditions and exclusions are shown in the Policy Document, which can be obtained from Zurich Municipal.

Type of insurance and cover

The Policy provides indemnity against specified risks of cancellation, personal accident, medical, personal effects and legal liability related expenses.

Significant features and benefits

Insurance is provided for each individual member of a School Journey party (an "Insured") who is either involved in full-time education or a teacher or other adult not over 65 years of age.

This Policy covers any trip or excursion not exceeding 31 days in duration (including exchange visits and work experience placements) approved by the Policyholder involving travel outside the school boundaries but excluding trips or excursions where insurance is provided as a part of the package price. This Policy also includes Winter Sports (see below for extent of cover).

The policy cover will run from the time of assembly of the School Journey party prior to departure until dispersal on return including direct travel to and from home. In respect of Cancellation and Other Expenses cover commences on the date that the first deposit is made.

Insurance is provided against the following major events:

Event:	Limit:
Cancellation	£1,000 any one Insured
Medical and Associated expenses	£2,000,000 any one Insured
Personal Accident	
Death	£20,000 (aged 18 and over), £7,500 (aged under 18)
Permanent or total disablement	£20,000
Permanent partial disablement	Up to £12,000
Permanent facial disfigurement	£2,000
Loss/damage to teeth/dentures	£500
Temporary total disablement not exceeding 104 weeks	£20 per week (aged 18 and over), £5 per week (aged under 18)
Personal Effects and Money	
Any one article/set of articles	£750
All money	£400 any one Insured
All money in custody of responsible adult	£2,500
All property	£1,500 any one Insured
Legal Liability	
Injury or Property damage	£5,000,000 any one occurrence
Pollution and Contamination	£5,000,000 any one period of cover