



Backwell School

An Ofsted Outstanding School
A National Teaching School

Station Road, Backwell,
Bristol BS48 3BX
Tel: 01275 463371
mailbox@backwellschool.net
www.backwellschool.net

Headteacher: Jon Nunes MA

October 2019

Dear Parents/Carers

Enrichment Week 2020: Bush Camp

I am pleased to offer your child a provisional place on the Bush Camp trip during Enrichment Week 2020.

If you would like to accept the place on this trip, a first non-refundable deposit of £41 is required by **Friday 11 OCTOBER 2019**.

Bush Camp will take place from Monday 15 June to Friday 19 June 2019. The return time is provisionally booked for 3.30pm at Backwell School.

Instalments

The total cost of the trip is £306 including insurance. If you would like to accept the place on this trip, a non-refundable deposit of £41 must be paid by **11 October 2019** followed by a second payment of £41 by **8 November 2019**. Payments should be made via ParentPay, www.parentpay.com. Alternatively, you can telephone the finance department to request a PayPoint letter.

Once we have received your deposits, the DEPOSIT account will disappear from ParentPay and be replaced by an INSTALMENT account for £224. You will be required to follow the minimum payment schedule set out in the Terms and Conditions. You will of course be able to pay in larger instalments if you wish. In order for us to meet our contractual obligations to the tour company all payments must be met in full by 1 April 2020.

Forms to complete by Friday 11 October 2019 (coloured copies only)

In conjunction with the deposit payment you are also required to complete and return the enclosed green forms. These include; Terms and Conditions; Behaviour Agreement; and Essential Information Form (EV5). Please return these to the Student Services office by **11 October 2019**. Please note that your child's place is not secure until we have received all the forms and the two deposits. Please re-use the envelope provided.

In the unlikely event that your child needs to receive medical attention whilst on the trip, the EV5 is used as written parental permission for this to take place. The trip leader will carry this form with them and present it to medical professionals if necessary. If the details change before the trip, please complete a new EV5.

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Financial Assistance

The school will be happy to consider financial assistance to parents of students who are in receipt of Child Tax Credits or Universal Credit. Financial Assistance cannot be used to pay for the deposit for trips. If you would like more information, please contact Student Services. The financial assistance form is also available on the school website: www.backwellschool.net/enrichmentweek.

Withdrawal from the trip

The school makes payments to the providers throughout the year and therefore a student wishing to withdraw from a trip will lose their deposit and may lose a high percentage of money already paid. Please see the terms and conditions regarding cancellation charges.

Behaviour

We receive positive reports regarding the behaviour of Backwell School students from the many centres we visit each year. However, the school must be sure that the behaviour of students taken on school trips will be exemplary. Student behaviour is monitored and their behaviour in lessons and general conduct around school will be a factor in determining whether they are allowed to attend their chosen trip. Students removed from a trip due to behaviour will not be entitled to a full refund and costs incurred will be the responsibility of parent/carer. This may include collecting your child from the trip.

Parents' Meeting

In May next year you will be required to attend a meeting with the staff team travelling to Bush Camp. They will provide you with all the information and a kit list.

In the meantime, please do not hesitate to contact Student Services if you have any questions regarding Enrichment Week.

Yours sincerely

P Hunt

Philippa Hunt
Student Services Office Manager
01275 465942
studentservices@backwellschool.net



BUSH CAMP 2020 TERMS AND CONDITIONS

The cost of the trip is £306

A first deposit of £41 is required by 11 October 2019 and a second deposit of £41 is required by 8 November 2019. All deposits are non-refundable and in conjunction with the return of the completed Essential Information form, Behaviour Agreement and T&Cs, is the point at which your child's place is confirmed. The Deposit account is now available on ParentPay for payment. Alternatively, you can phone the Finance department to request a PayPoint letter.

The Instalment account for £224 will become available in November for you to start making payments.

Non-refundable deposit by 11 October 2019	Non-refundable deposit by 8 November 2019	1 st instalment by 1 December 2019	2 nd instalment by 1 January 2020	3 rd instalment by 1 February 2020	4 th instalment by 1 March 2020	FINAL instalment by 1 April 2020
£41	£41	£44	£45	£45	£45	£45

Please note the following is the minimum expected payment schedule.

The school reserves the right to remove a student from any trip due to non-payment of deposits or instalments. You will not be entitled to a full refund. If you wish to remove your child from a trip you must notify the school in writing. You will not be entitled to a full refund. If you are having problems paying the instalments you must notify the school in writing at the earliest opportunity. These monthly amounts have been set to ensure that the balance is paid by 1 April 2020; however, you can pay the balance in full at any time before this date. We expect the trip to be paid in full by 1 April 2020 to ensure we can fulfil our contractual obligations to the tour operator.

Cancellation

Cancellation must be received by the school in writing. All deposits are non-refundable.

16 weeks before departure	16 – 8 weeks before departure	Less than 8 weeks before departure
40% of total cost will be retained	60% of total cost will be retained	100% of total cost will be retained

Medical and Emergency Contact Information

Your child will not be allowed to participate in any out of school activity without the signed Essential Information Form which accompanies the trip letter. It is your responsibility to inform us of any changes to the information on this form prior to the departure date. This form is taken on the trip and held by the trip leader in case of emergency as parental consent for treatment.

Insurance

All trips are fully insured by the school journey insurance.

If your child is unable to take up their place due to a medical condition during Enrichment Week, we require confirmation in writing from a Doctor. Please contact us as soon as possible.

Electronic items such as cameras, iPods, mobile phones and games consoles are not covered by the school insurance. These are taken at the owner's risk.

Behaviour

The school reserves the right to exclude from any trip/activity a student whose behaviour has given cause for concern at any stage before the trip. Students removed from a trip for a behaviour issue (including attendance) will not be entitled to a full refund. If a student does not behave to a reasonable standard whilst on the trip, arrangements will be made for him / her to return before the rest of the group. The parent/carer will be responsible for any expenses incurred as a result of this. The cost for any property damaged due to the carelessness /misconduct of a student will be the responsibility of the parent/carer.

YEAR 7 BEHAVIOUR AGREEMENT ENRICHMENT WEEK 2020

Year after year Backwell School is very proud of the positive reports we receive from the companies with which we work. The behaviour of our students is exemplary and Enrichment Week is arranged in total confidence that this behaviour will continue. Taking students away on trips places extra responsibility on the staff concerned and they must be assured that the students will not represent either a risk either to themselves or to other students. Please discuss this document with your child and the importance of them taking ownership of this responsibility from the outset.

Student behaviour will be monitored over the next 12 months and their behaviour in lessons and their general behaviour around school will be a vital factor in determining whether they are allowed to attend their chosen trip. We have a detailed written log in school of all incidents of poor or inappropriate behaviour and we will be using this to help decide if anyone should not attend a residential trip. We hope we can count on the support of all parents if such a decision is made in the future.

- I understand that behaviour during the year will be monitored (including attendance) and play a vital part in the decision as to whether a student can attend the chosen trip
- I understand that the school has the final decision as to whether a student is able to attend the chosen trip
- I understand that any penalties imposed due to a cancellation or removal from a trip are liable for payment by the parent/carer
- I understand a full refund will not be available if the student is removed/withdrawn from a trip due to behaviour
- I understand that any costs relating to the student being returned during a trip due to behaviour are the responsibility of the parent/carer
- I understand that any costs for damage to property or equipment caused by inappropriate behaviour by a student will be the responsibility of the parent carer
- I understand that students will be expected to try their best and “have a go” at all activities, however challenging
- I understand that students are expected to have a great time whilst supporting and encouraging fellow students in a safe responsible manner
- I understand that all students are expected to uphold the excellent reputation of Backwell School
- I confirm that I have read and agree to the terms and conditions and behaviour agreement

Student Name Tutor Group:.....

Student
Signature Date:.....

Parent/Carer
Name

Parent
signature Date:.....

STUDENT'S ESSENTIAL INFORMATION

Bush Camp 2020

STUDENT NAME:		TUTOR GROUP:	
ADDRESS:		DATE OF BIRTH:	
		HOME PHONE NUMBER:	
1 ST EMERGENCY CONTACT NAME :			
1 st EMERGENCY CONTACT NUMBERS:			
2 nd EMERGENCY CONTACT NAME :			
2 nd EMERGENCY CONTACT NUMBERS			
NAME OF DOCTOR:		PHONE NUMBER:	
ADDRESS:			
PLEASE GIVE DETAILS OF ANY ALLERGIES (e.g. antibiotics, aspirin, nuts)			
PLEASE GIVE DETAILS OF ANY REGULAR TREATMENT OR MEDICATION THAT THE STUDENT IS CURRENTLY RECEIVING.			
DOES THE STUDENT SUFFER FROM; Asthma Chest Complaints, Wheezing, Hay Fever, Migraine, Fits Fainting, Heat Condition Severe Headaches, Diabetes, Travel Sickness Or Any Other Disability? Please give details			
DATE OF LAST TETANUS INJECTION:			
PLEASE GIVE DETAILS OF ANY SPECIAL DIETARY REQUIREMENTS? e.g. vegetarian, halal			
SWIMMING ABILITY: I CONFIRM MY CHILD IS ABLE TO SWIM 50 METRES <input type="checkbox"/> (please tick)			
I GIVE PERMISSION FOR MY CHILD TO BE PHOTOGRAPHED FOR PROMOTIONAL PURPOSES BY THE SCHOOL AND OUTPOSTS LTD. <input type="checkbox"/> (please tick)			
DECLARATION: <ul style="list-style-type: none"> I agree that my child may participate in this trip I agree that my child is fit to participate in this trip and the activities involved I give permission for any necessary medical treatment to be administered whilst my child is on the trip I understand that the teacher in charge may be required in an emergency to act in <i>loco parentis</i> I agree to contact the school if the details provided change in any way I have read and agreed the Terms and Conditions and the Behaviour Agreement 			
Signed:..... (Parent/carers)		Date:.....	

