



September 2012
ASP/JS

Dear Parents / Guardians

**GCSE Geography Residential Fieldwork Trip:
Nettlecombe Field Study Centre, Somerset, 13th – 17th May 2013**

All of our students who are taking a GCSE Geography examination need to complete a controlled assessment as part of the exam. This piece of coursework is worth 25% of their final GCSE grade. It can be a data collection exercise undertaken in the local area but we also offer an alternative where our students can focus solely on their geographical studies for a week and complete the data collection part of their coursework in one go.

We propose to take the group to Nettlecombe Field Study Centre which has a very good reputation of providing excellent fieldwork for a week in Somerset. St Crispin's has used them many times before.

The provisional cost of this trip will be £300. This will include transport, insurance, tuition and full board accommodation. I will put in the final cost of the trip once all the deposits have been received.

I have to emphasise that this is not a compulsory visit and that student's can and will achieve high grades from local studies. An alternative one day fieldtrip to Windsor will be run during this week for those students who do not wish to attend the residential visit. Nettlecombe would be the preferred choice for the field work as the field work options are covered in much more detail. The Geography GCSE examiners regularly comment on the high standard of coursework they receive from St Crispin's, with work done in the field and Windsor getting equal praise.

To request a place on the residential course, please send £50 as a deposit and return it by Friday, 5th October 2012. In the event that this trip is over subscribed, names will be drawn out of a hat.

Payment Procedures - We ask you to use the on-line payment system to pay for this particular Trip/activity if possible.

In order to do this please go to the home page of the school website and click on the link to www.scopay.com/stcrispins. There are clear instructions of how to proceed, you will need your user name and password previously sent to you, in order to process your payment.

If you choose to pay by cheque please ensure that the student's name, form and the name of the Trip/Activity are clearly written on the back of the cheque, which should be made payable to '*St Crispin's School*'.

If paying by cash it must be in a sealed envelope with the students name, form, amount enclosed, Trip/Activity clearly written on the outside.

This trip is an optional visit and the school asks that the payment is made as a voluntary contribution to cover the cost. In the event that we are unable to cover the costs the trip may have to be cancelled. If you are experiencing difficulty in paying for this visit a written request for support should be submitted to the school bursar. In the event that the visit is oversubscribed names will be drawn from a hat from all those that have replied by the deadline. Those not attending the trip must still attend school where an alternative curriculum will be provided for the day. Parents are responsible for the prompt collection/return home of students after the visit.

Please be aware that your emergency contact details are uploaded to a password protected website so that a member of the Senior Leadership Team or Local Authority can access information in the event of an emergency. These details include only names and telephone numbers submitted on your Broadmoor form. If you do not want your details store in this way please notify the school.

Please do not hesitate to contact me if you have any further queries.

Yours sincerely

Ms A Spence
Subject Leader – Geography

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To: Ms A Spence, Subject Leader Geography

Re: GSCE Geography Residential Fieldwork Trip to Nettlecombe Field Study Centre, Somerset 13th-17th May 2013

Student: _____

Tutor Group: _____

Emergency Telephone Number for day of visit : _____

On date of visit will your child be requiring any medication? If so, please give details.

(please include Epipen, Asthma Inhaler, etc.)

Any other medical condition which may affect your child's performance/safety on this activity.

Family Doctor's Name and Telephone Number for emergency purposes only : _____

I agree to staff on the visit/activity giving permission for my child to have any medical treatment that the medical authorities think necessary. I undertake to inform the school of any changes in my child's fitness prior to departure. I have ensured, as far as I reasonably can, that my child understands that it is important to safety that any rules and instructions given by the staff in charge are obeyed.

Does your child have any specific dietary requirements. _____

I would like to request a place on the above trip for my son/daughter and enclose £50 as a deposit. Parents are responsible for the prompt collection/return home of students after the visit.

Please tick method of payment:-

I have paid by Credit/Debit Card

I enclose a cheque payable to "St Crispin's School" for £50.00 with the student's name, form and Nettlecombe Field Study Centre Visit.

I enclose cash £50.00 in a sealed envelope with student's name, form and Nettlecombe Field Study Centre Visit on the outside.

Signature of Parent/Guardian: _____ Date: _____