

Dear Parent/Carer

**GCSE Geography Fieldwork Day – Epping Forest – Wednesday 15<sup>th</sup> November 2017**

As part of their GCSE in Geography, students are required to complete fieldwork. In order for them to achieve this, we have organised a one day field excursion to Epping Forest in Essex to do River fieldwork. Part of the trip will also involve a visit to Loughton to look at flood defences.

We intend to travel by coach on Wednesday November 15<sup>th</sup> leaving school at 8.30am and returning to school at approximately 4.30pm. The cost of the trip will be £30. The school is unable to meet the cost of the trip from its own funds so the visit will only be able to go ahead if parents are prepared to pay a voluntary contribution to the cost of the trip. However, if all parents are not prepared to make the contribution then the visit may not be able to take place for any of the students. If you are in receipt of income support or other benefits it may be possible for some financial assistance to be provided.

If you would like your child to attend the fieldtrip, I would be very grateful if you could send in the cost of the visit together with the consent form **by Friday 29<sup>th</sup> September**. Please return to the appropriate box outside the Finance Office in an envelope marked with the student's name and the name of the trip. Alternatively you can make payment over the internet using our online payment system (NB: You must still return the consent slip to school by the deadline). I will issue more information to students in due course but if you have any queries in the meantime please do not hesitate to contact me.

Yours sincerely,

M Anderson  
Head of Geography

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To be returned to the box outside Finance marked 'Epping Forest' by **Friday 29<sup>th</sup> September**.

Student's Name ..... Form .....

I do/do not\* wish my son/daughter to participate in the trip to Geography Field Work Day on Wednesday 15<sup>th</sup> November.

I am/am not\* prepared to make the contribution requested and enclose £30 (*\*Please delete as applicable*)

I have already paid my contribution on the internet. Payment Ref..... **(NB: You must also return this form to school)**

I agree to his/her taking part in the activities described. I also consent to any emergency medical treatment, including the use of anaesthetics, necessary during the course of the journey. I understand that for the school's insurance policy to cover any pre-existing medical condition, I must provide a letter from my GP stating my son/daughter is fit to travel.

Emergency contact/medical details. Please tick either box A or B.

A  I confirm that all details held by the school on the gold form concerning emergency contact telephone numbers and/or medical conditions affecting my son/daughter are correct, or that I have already notified the school of any changes.

B  Please note the following change(s) to the above details, which is/are  for this visit only  
 permanent.

Signed ..... Father/Mother/Legal Guardian Date.....