

10 October 2011

Dear parents

**Year 12 & 13 English Trip to Chawton Manor Wednesday 9 November 2011**

As part of this year's Literary Society events, Year 12 and 13 English pupils have the opportunity to visit the home of Jane Austen's brother, Edward, which has been transformed into the Centre for Early English Women Writers at Chawton Manor, Hampshire.

**The trip will involve:**

- An introduction to the library and the opportunity to view some rare books
- A lecture by Tina Davidson on Mary Shelley
- A tour of the manor, library and gardens
- A visit to Jane Austen's home

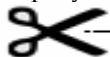
This trip would really benefit those pupils who are intending to study English at university, as well as those who have a keen interest in the subject of early women writers, including Mary Shelley and Jane Austen.

We will leave the school site at 9.30am on Wednesday 9 November and will travel to Chawton by mini-bus. Pupils will need to bring a packed lunch with them, which we can eat on the estate grounds. We will be visiting Jane Austen's home, which has a gift shop, so pupils may wish to bring some money with them. We will return to school at 4pm.

The total cost of this trip, which includes travel, is £15 per pupil. Places are limited to 12 pupils so a prompt return of the reply slip and medical form is imperative if your child wishes to attend this trip. Pupils do not need to wear school uniform for this trip but they are expected to wear suitable clothing for such an event. The trip will be accompanied by Miss Hart, Mrs Mitchell and Mr McCarthy.

Kind regards

Miss B Hart  
Deputy Head of English



To: Miss B Hart, English Department, The Portsmouth Grammar School, High Street, Portsmouth

**Year 12 & 13 English Trip to Chawton Manor Wednesday 9 November 2011**

Name of Pupil \_\_\_\_\_ Tutor/House \_\_\_\_\_

I am happy for my son/daughter to attend the above trip and I agree to the amount of £15 being added to my school account.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian)

## Parental Consent and Information Form

This completed consent/information form must be with the Trip Leader by the date specified in the covering letter, otherwise the pupil will be unable to be included in the party.

<b>Title of Trip:</b>	Year 12 & 13 English Trip to Chawton Manor Wednesday 9 November 2011	<b>Date:</b>	Wednesday 9 November 2011
<b>Pupil Details</b>			
Pupil's full name:		Date of birth:	
Home address and contact address (if different):  			
In an emergency I can be contacted as follows:	Home Tel:		Work Tel:
	Mobile:		email
If not available, please contact the following person:		Tel:	

<b>Medical Information: Please tick Yes or No for each question and give details for each 'Yes'</b>			
Does your child:	NO	YES	DETAILS
suffer from any allergy to food, medication, fur, bee sting etc.?			
currently receive treatment for <b>or</b> take any medication for <b>or</b> suffer from any medical condition?			
carry an inhaler, epipen, insulin kit or other? If yes, please ensure that a second labelled inhaler, epipen etc. is given to the Trip Leader for safe keeping.			
have any special dietary requirements?			
suffer from vertigo (fear of heights)?			
suffer from travel or motion sickness?			
Is there any physical activity your child may not participate in?			

Please Turnover

	NO	YES	DETAILS
Has your child had any recent illness or injury? If yes, please give details of what and when.			
Has your child had a tetanus injection in the last 10 years?			
Contact details for doctor: Name:	Address:		Tel:

Please add any additional information you may consider the school should know. Please feel free to contact the Trip Leader if you would like to discuss particular needs more fully.

**Please ensure that you inform the Trip Leader of any changes to this information before the start of the trip.**

### Conduct during the Trip

Pupils are expected to obey instructions given by the staff of any establishment visited, and activity instructors, as well as teachers. Normal school rules apply. In the very unlikely event that a pupil fails to comply, staff reserve the right to remove a pupil from a trip and make arrangements for their return home at parents' expense. In this situation no refund of trip fees would be payable.

Pupils are expected to take responsibility of all belongings, especially valuables, in accordance with arrangements specific to the trip. These are not covered by the school insurance policy.

### Consent Declaration

I, being the parent/guardian of the child named at the head of this form, give consent for him/her to attend the proposed activity.

I have read and understood the expected code of conduct and agree that my son or daughter will abide by these instructions.

I realise that in some cases the activities offered have some risk involved which may be of a type not encountered during normal life and that this risk whilst small, cannot be eliminated without making the activity pointless. Portsmouth Grammar School has done its utmost to minimise and manage these risks.

I give consent for him/her to receive emergency medical treatment, including anaesthetic and/or blood transfusion, as considered necessary by any medical doctor present, should the need arise. I have informed the school of all medical conditions or treatments that he/she suffers from or requires to maintain health. I agree to inform the group leader of any change in medical condition.

I am aware that the school has a detailed policy on the safe running of educational visits, which can viewed on the school website.

Name: \_\_\_\_\_

Signature and date: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Please return the signed form to the Trip Leader