

10 January 2012

Dear Parents

**History and Politics Trip to Latvia and Lithuania 15-21 April 2012**

Thank you very much for your support thus far with the Latvia and Lithuania trip. I am writing now to give you some further details about the trip as the departure date draws quite close.

Firstly there will be an important Information Evening for all pupils/parents on **Thursday 8 March** at 1930 in the Music School Rotunda. This will give you an opportunity to receive important final details about the trip including key times and our itinerary, and also to ask any questions you may have. I very much hope that every pupil going will be represented. Please also complete and return the accompanying medical/consent form at or before this meeting.

Can I also suggest that all pupils obtain a photocopy of their passport. This can be very useful in the unlikely event of loss or theft. Although staff will hold on to pupils' passports for the duration of the trip other than checking in for flights, an added precaution would seem advisable. Again could any photocopies be handed in at the Information Evening please; photocopies can be made at school if pupils bring in their passports, ideally before the Information Evening.

Please feel free to email me if you have any questions or queries about the trip in the meantime.

Yours sincerely

S Lemieux  
Head of History and Politics

## 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>	<b>History and Politics Trip to Latvia and Lithuania</b>	<b>Date:</b>	<b>15-21 April 2012</b>
<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.				
<b>Please ensure that you inform the Trip Leader of any changes to this information before the start of the trip.</b>				
<b>Conduct during the Trip</b>				
<p>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.</p> <p>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.</p>				
<b>Consent Declaration</b>				
<p>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.</p> <p>I have read and understood the expected code of conduct and agree that my son or daughter will abide by these instructions.</p> <p>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.</p> <p>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.</p> <p>I am aware that the school has a detailed policy on the safe running of educational visits, which can viewed on the school website.</p> <p>Name: _____</p> <p>Signature and date: _____</p> <p>Relationship to child: _____</p> <p>Please return the signed form to the Trip Leader</p>				