

18th October 2018

Dear parent/carer,

This year, we will be holding three Academy Days. On Academy Days, the normal timetable is suspended so that students can participate in a range of engaging, enriching and educational activities, such as workshops, competitions and visits. Our first Academy Day will be held on Wednesday 14th November. All Year 7 students with a positive House Points total will be taking part in the following activity:

Visit to Chatham Dockyard

Students should arrive at the academy at the normal time, dressed in full academy uniform. Students will attend Tutor Time as normal and then depart for Chatham Dockyard, travelling by coach. Throughout the day, students will visit a range of exhibitions and workshops. There is no cost for the trip. Students must bring a packed lunch with them, as there will not be an opportunity to buy food at the academy or at the venue. Students who are entitled to free school meals will be provided with a packed lunch. At the end of the visit, all students must return to the academy for a plenary discussion and registration. Students will be dismissed from the academy at approximately 3pm depending on traffic.

Please give your consent online by Monday 5th November. As per our email last term, **parental consent for all trips must be given via ParentPay.** Please contact the Finance Office ASAP if you have any trouble in doing this or need to request your log in details.

On ParentPay, please enter an emergency contact name/number along with any medical conditions (even if you have already given these to the academy prior to this) in the comments box. Please also tick the consent box to confirm the following:

- I give consent for my son/daughter to take part in this visit and agree to his taking part in all of the activities involved.
- I give consent for my child's details to be shared if necessary to third parties for purposes including but not limited to: accommodation, catering, transport, insurance and bookings (usually applicable to residential trips only).
- I have ensured my son/daughter understands that it is important for his safety, and for the safety of the group, that any rules and any instructions given by the staff in charge are obeyed.
- I understand that, while the school staff in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son/daughter arising during the trip.
- Should the necessity arise, I agree to the person in charge giving consent on my behalf for an anaesthetic to be administered or any other urgent medical treatments to be given to my son/daughter.

This trip is covered by the Voluntary Contribution Fund. If you have not yet donated this year and wish to contribute towards the costs of trips such as these so that we can keep running them, please do so via ParentPay or send in your £30 payment (cash/cheque) per student (or £40 for more than one child).

We hope that your child enjoys Academy Day!

Yours faithfully,



Ms C Cardnell, Vice Principal