

Information Sheet for Type A Educational/Off-Site Visits

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| Proposed visit to: | Lancaster and Morecambe College |
| Date(s) of the visit: | Monday 5 th March 2018 |
| The alternative (Plan B) activity/venue is: | Trip cancelled |
| Mode of transport: (inc. name of carrier) | Pupils travelling to LMC on Traveller's Choice coach. Supervised at all times. |
| The time & place of departure is: | CLHS 9.15am |
| The approximate time & place of return is: | CLHS 2.30pm |
| The base contact details are : | <p>(NB <u>these should only be used in emergency situations</u>)</p> <p>School office</p> <p style="text-align: right;">Tel No: 01524 32636</p> |

Copies of written Risk Assessments for the activities are available on request from the school/service.

For the visit and the journey to be a valid and safe educational experience, sensible active involvement is required from all participating children. To ensure that the maximum value is gained the school has particular requirements regarding conduct and behaviour. Your acknowledgement of this is essential. If you require any further details, please do not hesitate to contact the school/service.

It is important that parents/carers contact the school prior to the visit if there has been any recent illness of which the Visit Leader should be aware. Furthermore, parents/carers should provide the school with any updated medical information and any changes to emergency contact numbers.

The voluntary charge for this trip is £2.50

NOTE:

Lancashire County Council's insurance arrangements do not cover personal accident, or loss/damage to personal items.

Important Parental/Carer Consent and Medical Information

The attached consent form **must** be completed and returned to the School/Service **before** your child may participate in the visit/activity. Non-receipt of the form will mean that your child will not be able to participate in the visit/activity.

**Parental/Carer Consent and Medical Information Form
for Type A Educational/Off-Site Visits
(This form is be completed in full by the parent/carers and returned to the School)**

Details of Visit: COMPLETED BY STAFF PRIOR TO PRINTING

Visit to: Lancaster and Morecambe College.....

Alternative Activity (Plan B):.Trip cancelled.....

From: Monday 5th March 9.15am..... (date/ time) To: Monday 5th March 2.30pm.....

(date/time)

Child's name: Date of Birth: Form/class:

I agree to my son/daughter/ward taking part in the above stated visit/activity and having read the information sheet, agree to his/her participation in any or all of the activities described. I acknowledge the need for good conduct and responsible behaviour on his/her part and that the school/service reserves the right to prevent my son/daughter/ward continuing with the visit/activity in the case of poor behaviour. Further, I understand that there would be no entitlement to a refund of monies paid. I agree that I will update the school/service with any medical information or changes to emergency contact details.

Emergency Details:

a) I may be contacted by telephoning the following telephone number(s):

Home: (.....) Work: (.....)

Mobile Telephone no:

Name & Address:

b) Please state an alternative contact point: - Telephone number: (.....)

Name & Address of Contact:

Other Information:

Please supply any additional information that you wish the Visit Leader to be aware of (e.g. medical conditions, allergies, recent illness, special requirements etc) which may affect him /her in this visit:

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Declaration by Parent/Carer:

- In the case of an emergency I agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.
- I have read the attached information provided about the proposed visit and the insurance arrangements.
- I consent to my child taking part in the visit and, having read the information sheet, declare my child to be in good health and physically able to participate in any activities mentioned; subject to any agreed adjustments.
- I have noted where and when the children are to be returned and I understand that I am responsible for my child getting home safely from that place.
- I will ensure that any change in the circumstances (e.g. recent illness, medication or injury) which will affect my child's participation in the visit will be notified to the School/Service prior to the visit.

Signature of Parent/Carer **Date**.....

(N.B. Parental/Carer consent required for children aged 17 and under)

Name of parent/carers in block letters:

Address:

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Note: This Completed Form to be returned to the School: Mrs H West/Ms J Lilley