



23 September 2021

Dear Parent/Guardian

Upcoming Trips/Visits

I am writing to let you know about the procedures which we have in place for enrichment activities. There are two types of enrichment activity which have slightly different procedures: **offsite activities** and **onsite activities** which take place other than during the timetabled day.

Offsite Activities

All students are encouraged to participate in trips and visits as we believe they are a valuable enrichment to the taught curriculum. Departments and pastoral staff are responsible for the organisation of trips and visits. For each trip or visit, a letter will be sent to parents providing the relevant details and a link to a Google Form asking for consent. In order to enable your child to participate in the trip, we must have the Trips and Visits consent on record along with any associated deposit and/or voluntary contribution or fee. Please send an email to the School Office at MERoffice@maidenrleghtrust.org if the suggested contribution causes a problem.

Trips may ask for a voluntary charge. Without these contributions, the trip may be unable to go ahead. If trips are oversubscribed, then names will be pulled out of a hat.

Payments will be via Parent Pay. We may be able to provide financial assistance for those students who are eligible for pupil premium funding – please note this would be a contribution towards the cost of the trip and not for the full amount. If you would like to discuss this possibility when a trip invitation is sent out, please complete the Pupil Premium Request Form on the school website which can be found [here](#). This should then be handed or emailed to the relevant Assistant Head of Year.

We do not require a medical form to be completed for each low risk trip. We will therefore use the medical and contact information we hold for your child on our records. **It is vital that the school is kept up-to-date with your child's medical situation and any changes in contact details. You can do this on the SIMs Parent App. This is your responsibility as parents and carers.** If your child has outgrown any medication please inform us and we will remove this information from your child's medical record e.g. childhood asthma. If your child's record states that they need an inhaler or epipen, then they **must** have this with them during the duration of the trip or visit. Refunds cannot be made if a child has to be taken off a trip because of not bringing their required medication. Please also ensure that medication has not expired.

A trip with a higher risk e.g. an expedition may require an additional medical form to be completed.

Onsite Activities

From time to time students may have the opportunity to participate in educational or recreational activities before and after school.

Where attendance is optional we will not notify parents of activities which take place between 8.00 a.m. and 8.40 a.m. or between 2.55 p.m. and 4.30 p.m. Students will be expected to let

their parents know in these cases. A register of attendance will be taken so that we will know who is on the school site.

Parents will be notified in advance, and their consent sought if the activity:

- is compulsory
- finishes after 4.30 or starts before 7.45
- involves voluntary contribution or payment
- involves activities which are not normally encountered in lessons (including periods of remote supervision).

*(*This does not include students participating in school sports fixtures as on some occasions these events may mean students arrive back to school and so leave the care of school staff after 4.30.)*

In all cases we expect parents to make the necessary arrangement for students to get to and from extra-curricular activities safely. It is also the parents' responsibility to ensure students arrive on time for departures/starts of activities outside the school day and that, if they are picking students up, they do so promptly.

A provisional list of offsite and onsite activities for each year group can be found on the school website under the *Events* section and at the bottom of this letter. Please be aware that other activities may be organised throughout the year which do not appear on this provisional list. Also activities that are on this list may not run for a number of reasons.

Participation in an extra-curricular or enrichment activity is a privilege. The students represent Maiden Erlegh School in Reading and we are very proud of the reputation we have for exceptionally well behaved, well presented, polite and respectful students. If we believe that a student is not going to represent the school at its very best, then they will not be allowed to participate in that activity (this includes students who do not respect the school Code of Conduct, uniform and personal presentation expectations, and/or who are behind in their studies). Refunds will not be able to be given for any payments made if a child is withdrawn from a trip due to behaviour.

If you have any queries regarding a specific Offsite or Onsite activity, please direct these to the office in the first instance with the subject of the email stating clearly the specific activity. The queries will then be forwarded to the relevant party organiser.

Upcoming Trips/Visits

To enable you to plan which trips and visits you may like your child to attend, we are including a list of trips we currently have on our calendar to give you an indication of the range that is planned for this year. This does not mean all these trips will definitely go ahead as they depend on ticket availability and the capacity of staff in school to organise the visit.

Estimated costs are shown next to the trip.

We hope this information will help you make a choice about which trip(s) you may wish to allow your child to attend.

Likely charges indicated below are only estimates at this stage and subject to change.

Year 7

Year 7 Harry Potter Trip	November 2021	£30
Year 7 Residential Trip	March 2022	£275

Year 8

Year 8 Harry Potter Trip	November 2021	£30
Year 8 London Musical	March 2022	£45

Year 9

Year 9 Cadbury World		£25
Year 9 London Musical	March 2022	£45
Year 9 Boulogne Trip	June 2022	£80-£90

Year 10

Year 10 Cadbury World		£25
Year 10 Theatre Trip	January 2022	£45
Year 10 French Institute / Europa Village London	May 2022	£30-£40
Year 10 Marketing – Thorpe Park Trip	June 2022	£40
Year 10 Boulougne Trip	June 2022	£80-£90

Year 11

Year 11 Cadbury World		£25
Year 11 DT – The Design Museum		£30

ASDAN

ASDAN Thorpe Park Trip	June 2022	£40
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Yours sincerely



Mrs J Escott-New
Assistant Head Teacher