



Headteacher
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Sandhurst School

the opportunity to succeed

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15th September 2017

Dear Parent/Carer

Re: Year 7 visit to Hatfield Woods, Monday 16th - Wednesday 18th July 2018

I am writing to inform you of an exciting opportunity that awaits your son/daughter in the summer term of 2018. Our students in Year 7 have the opportunity to take part in a three day residential visit to Hatfield Woods, which is located north of London and is run by an organisation called the Bushcraft Company. The purpose of this visit is to develop leadership skills, resourcefulness, resilience decision making and practical thinking. The idea is to expose the students to a challenging, but exciting experience that will teach them about life in the outdoors, by providing a unique environment where they can learn and interact with their peers.

The students will be camping out in Hatfield Woods for two nights, where they will be supervised at all times by staff from Sandhurst School and the Bushcraft Company. The students will take part in a range of exciting activities which include: Fire building, navigation, woodland survival, first aid, outdoor cooking and team building. The students will also have the opportunity to put their new skills to the test in a series of outdoor survival challenges. The students will be staying in large modern tents, and be fully briefed on health and safety arrangements when they arrive. I will stress that all of the activities are taught and supervised by qualified instructors who have years of experience.

The visit will go out on **Monday 16th July** and return on **Wednesday 18th July 2018**, this is during curriculum time in the summer term. The experience and learning that the students will get out of this visit is of high value, and will help to develop key life skills that are not always addressed in the classroom. We want this visit to be a whole year group experience; we are therefore keen to take as many students as we can. There are currently 120 places available. However, I should be able to increase this number if demand from the year group is higher. The total cost of the visit is **£192.00**, this includes transport, insurance, food and all of the activities. The students will not need to bring any additional money or food with them, we will provide for all of their needs.

If you would like to know more about the activities or the Bushcraft Company itself, their website can be found at <http://www.thebushcraftcompany.com/>. In order to secure your son/daughters place on the visit, we require an initial deposit of **£50.00**. Please note that the **£50.00** deposit is non-returnable if for any reason your child is unable to attend.

Please complete the reply slip and OHA2 medical form, and return it to the finance office with your **£50.00** deposit by **Monday 2nd October 2017**. If you wish to pay for the visit in instalments, the Finance Department will generate a payment card so that you can pay it off each month. The full balance of the visit will need to be paid by **Monday 16th April 2018**. Payments can be made by credit or debit card via the online link on the school website. This facility will be available 48 hours from the date of this letter. The visit deposit can also be paid for by cash or by a cheque payable to Sandhurst School Private Account. Your son/daughter will need to hand this into the school finance office in a marked envelope. This should have the student's name, tutor group and name of the visit on the back and also on the front of the envelope. Receipts for payments will be sent on request.

As the visit is offsite, you will need to complete an OHA2 Medical Form and return it with your payment to the Finance Office. A copy of this form has been attached to this letter, or if you prefer this can be downloaded and printed off from the school website. An example can be found under 'letters sent home'. You can then fill in this form on your computer and save it for future use.

Cont./...



Would you prefer to receive your letters by Email? If so, please notify the school and provide us with your Email address

It is school policy that no child is disadvantaged by virtue of the fact that their parent(s) are unable to pay. Children in receipt of free school lunches may be eligible to have some of the cost of this activity paid for by the school. Parents do not have to pay for school lunches if they receive any of the following:

- Income Support
- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,040
- Working Tax Credit during the four week period immediately after their employment finishes or after they start to work less than 16 hours per week
- The guarantee element of State Pension Credit

Children who receive IS or IBJSA in their own right are also entitled to receive free school meals. It is also policy that no visit should run at a loss and therefore if insufficient contributions are made the visit will be cancelled. Please contact the activities organiser should you wish to discuss any aspect of this activity.

Further details about the visit will be released closer to the time by letter. In addition, there will also be a parents evening approximately six weeks before we go.

If you would like to discuss any aspect of this visit, please feel free to get in touch.

Yours sincerely



Mr A Dexter
Assistant Headteacher

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PLEASE RETURN TO THE FINANCE OFFICE – YEAR 7 RESIDENTIAL VISIT TO HATFIELD WOODS
16TH – 18TH JULY 2018

Student Name: Tutor Group:

FOR OFFICIAL USE ONLY

I give permission for my son/daughter to take part in the three day residential visit to Hatfield Woods.

I enclose: Deposit of **£50.00** to secure my son/daughter a place.
Completed **OHA2 - VISITS medical and consent form**

Signed Parent/Carer



Would you prefer to receive your letters by Email? If so, please notify the school and provide us with your Email address

**BRACKNELL FOREST COUNCIL
CHILDREN, YOUNG PEOPLE AND LEARNING
MEDICAL AND CONSENT FORM**



IMPORTANT: This form must be completed by all adults, children & young people who are participating in the activity. For Participants under the age of 18 the form must be signed by their parent/carer. Participants over the age of 18, including adults and young people living independently should sign the form on behalf of themselves.

Establishment: (e.g. project, school, youth centre etc)
Sandhurst School, Owlsmoor Road, Owlsmoor, Sandhurst, Berkshire, GU47 0SD
Tel: 01344-775678

Please provide the following details in respect of the PARTICIPANT:

Visit/Activity:

Date/s:

Full Name:

Date of Birth:

Home address including post code:

Mobile Phone Number (if applicable):

Date of last Tetanus Injection:

Participant's Doctor's contact details:

NHS number:

Doctor's Name:

Address including post code:

Telephone:

Please give details of any medical conditions e.g. diabetes, epilepsy, allergies etc:

Please give details of all current medical treatment, including medication:

Special Dietary Requirements:

Please provide further information on separate sheets as necessary

CONT'D OVERLEAF

Please provide the following details in respect of the NEXT OF KIN:

Full Name: Telephone (including STD code):
Relationship to Participant Home:
(e.g. mother): Work:
How should they be contacted in an emergency? Mobile:
Home address:

Declaration of Consent

I acknowledge receipt of and understand the information about the proposed visit/activity. I undertake to inform the Group Leader of any changes in the fitness of the Participant prior to departure.

- 1. I consent to the above named Participant taking part in the activity/visit.**
- 2. I agree / do not agree (please delete as appropriate) that the staff on the activity can give permission for the Participant to have any medical treatment that medical authorities think necessary, including anaesthetic and blood transfusion. If agreement is not given the signatory/next of kin must undertake to be contactable at all times in the event of an emergency so that any responsibility for decisions affecting the participant can be made by the signatory/next of kin.**

Signed:..... **Date:**

Relationship to the Participant:

The information you have provided will be recorded on the Council's database that will only be used in the event of an emergency by the Council, the Offsite Visits Advisor and the Establishment. No information held on this database will be disclosed to outside organisations or third parties without your written consent, unless there is a legal requirement to do so.

To be completed by the PARTICIPANT if applicable:

I understand that for the safety of all participants in the group, I will agree to obey the rules and instructions of members of staff.

Signature of Participant:..... **Date:**.....