



Headteacher:

Mrs N Chapman, BA. MBA

CHELMSFORD
COUNTY HIGH SCHOOL
For GIRLS

A FOUNDATION GRAMMAR SCHOOL
AND SPECIALIST COLLEGE

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2 September 2009

Dear Parents

The History department are organising a Year 9 trip to the First World War battle sites in the **Ypres area of Belgium, on Friday, 16 October 2009**. This visit is not a compulsory part of the course but an enrichment activity to enable students to consolidate their knowledge and understanding of the National Curriculum module, World War I, and to offer them an opportunity to reflect on the significance of Remembrance.

The Journey will be made by coach (fitted with seat belts), crossing the channel on the Dover to Calais route and then driving to Ypres. The day will include visits to the centre of Ypres, the Menin Gate, Sanctuary Wood Museum (where they have left the trenches as they were the day war ended) and war cemeteries.

In order to have sufficient time, the trip will leave school promptly at 04.00 and will return at approximately 22.00 – 22.30. We are using a local coach company that arrange many such tours for school children and the pupils will be supervised by staff. There may be times when the girls, in small groups, will be able to explore designated areas such as a war cemetery and the town centre of Ypres without being directly under the control of a member of staff. However, we will be in a specific place where the girls can easily find us. It is important that your daughter listens carefully to the information of when and where to meet.

In order for this visit to take place, we would seek a **voluntary contribution of £36**. This sum covers all transport, museum charges and insurance costs. Your daughter will need her own passport for this visit, together with her own European Health Insurance Card (EHIC) and both these documents will be taken in for checking prior to the visit on a date to be advised. Please make sure that your daughter's passport is up to date. You should advise us if your daughter holds a non-EU passport, as we will need to apply for visa exemption.

As with all trips and visits, participation is dependent on acceptance of the school's Code of Conduct and receipt of the signed agreement.

The visit can only go ahead if parents wishing their daughters to take part are prepared to cover the costs involved. If the activity does take place, a child whose parents have not contributed the full sum will still be able to go, but if the level of support is deemed to be inadequate the activity will not take place for any of the girls.

Cont/d.....



If you wish your daughter to take part, please complete the attached slip and completed Parental Permission form for visits abroad and return them **to the Finance Office, by Friday 18 September 2009.**

The school's preferred method of payment is via Parent Pay. If you are unable to use Parent Pay, please enclose your payment of £36 with the permission forms. (Cheques made payable to Chelmsford County High School). The deadline for receipt of payment, by either method, is Friday 18th September. All documents should be in a sealed envelope marked with your daughter's name, form and 'yr 9 Ypres Trip'.

Immediately after this date the booking will be confirmed; seats will be unavailable for anyone returning a late payment. If you decide that you do not wish your daughter to take part in this visit, she will need to attend school as usual and a programme of activities will be organised for her.

Should you wish your daughter to participate, but are concerned about meeting the full cost, please return the slip and attach a letter addressed to Mrs Chapman, Headteacher, who will consider your request.

We would ask that you ensure that your daughter brings in the documentation by the required dates which are absolute deadlines. We are sure you appreciate the importance of the correct documentation and permission forms being in school in advance of the trip, so that they can be checked and that we can collate all the information necessary for a successful and safe trip for your daughter. You will appreciate the need to keep additional administrative tasks such as chasing late forms to a minimum in a busy school.

If you have any queries, please do not hesitate to contact me at school.

Yours sincerely

Dr. H. Graham
Head of History

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<p>To: The Finance Office, Chelmsford County High School for Girls Visit First World War Battle Sites in Ypres – Friday 16 October 2009</p> <p>I have read and understand the details of the visit and accept the arrangements for travel and supervision detailed above.</p> <ul style="list-style-type: none"> • I enclose a voluntary contribution of £36 (cheque payable to Chelmsford County High School) • I have paid by Parent Pay <p>Signature: Date: Parent/Guardian</p> <p>Name of Pupil: Tutor Group:.....</p> <p>Town of Birth: Age at date of travel (years)</p> <p>In possession of EU Passport: Yes / No <i>(please delete as appropriate)</i></p>	<p style="text-align: center;">Office Use</p> <p>Please strike through if you do not require a receipt.</p> <p>History : Ypres Oct 09 Payment due by: 18/9/09</p> <p>Name:</p> <p>Form: 9</p> <p>Date:</p> <p>Received: £36</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">Chq</td> <td style="width: 25%;"></td> <td style="width: 25%;">Csh</td> <td style="width: 25%;">PP</td> </tr> </table>	Chq		Csh	PP
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CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS
PARENTAL PERMISSION FORM – VISITS ABROAD

Please complete both sides of this form in full and return to Finance Office fao Mrs Nourse

A. I grant permission for my daughterof Form 9.....
to be part of the group from Chelmsford County High School undertaking the following
visit:

DESTINATION: **Ypres**

DATE OF DEPARTURE: **16/10/09**

DATE OF RETURN: **16/10/09**

METHOD(S) OF TRAVEL: Coach and Ferry

FOR THE PURPOSES OF: **visiting 1st World War battle sites**

B. PERSONAL DETAILS

Daughter's Date of Birth/...../..... age on day of travel.....

Home Address.....

.....

.....

Home Telephone Number

Emergency Telephone Number and Name of Contact.....

.....

C. PASSPORT DETAILS

Daughter's Full Name, as it appears on her Passport

.....

Place of Birth.....Nationality.....

Passport Number

Place of IssueExpiry Date.....

Please complete and sign the reverse of this form

P.T.O.

D. INSURANCE AND MEDICAL DETAILS

1. My daughter has applied for/ is in possession of an EHIC Card.

2. I understand that insurance cover has been taken out, covering the following:

- 1. Cancellation – e.g. due to illness.
- 2. Medical expenses while abroad.
- 3. Personal Accident.
- 4. Loss of personal effects and money.

3. DETAILS OF PRE-EXISTING ILLNESS OR HEALTH CONDITION (e.g. which requires medication to be taken)

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4. In the event of sudden illness or accident, I give permission for the teacher(s) in charge to authorise such treatment as is considered necessary at the time.

Signed..... Date/...../.....

Mother/Father/Guardian