

APPENDIX C – SAMPLE DOCUMENTS

Letter PR for a residential visit.

ST CATHERINE'S SCHOOL

BRAMLEY, GUILDFORD, SURREY, GU5 0DF

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Registrar

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26th April 2014

Dear Parent/Guardian,

SKI-ING HOLIDAY 2014 -- France for L4,U4 and L6.

The annual St. Catherine's Ski Trip is a regular and popular event on the School's calendar each year and I write to let you know that I am planning to repeat this year's ski holiday to Serre Chevalier during the Easter break, 2014. The trip will be from Saturday 29th March until Saturday 5th April 2014. The cost, excluding spending money, is expected to be the same as the final price this year, at £995. This includes:

- Return air travel and transfer to the resort
- Seven nights full board accommodation
- Six days tuition by local, qualified ski school (5 hours per day in small groups)
- Six day lift pass and equipment hire
- Evening entertainment – such as tobogganing, disco, or bowling
- Insurance
- St. Catherine's 'Ski trip 2014' hoodie.

Serre Chevalier is a resort high in the French Alps, close to the historic town of Briançon, around 2.5 hours transfer time from regional airports. The accommodation is full board in a hotel within a very short walk of the slopes. The skiing is at altitudes between 1700m and 2400m with 200 km of pistes providing plenty of scope for skiers of all abilities.

For girls who are new to skiing we intend to offer a short course of dry ski lessons early in the spring term of 2013 at a local ski centre. This will be at an additional cost of approximately £45. Transport will be available to and from school for these sessions. Girls may choose to join this course or to make their own arrangements.

All girls will ski in small groups (approx. 8) of similar ability. Instruction will be appropriate to their needs and novices should expect to make a significant improvement to their skills. More experienced skiers will also be challenged and abundantly entertained in this large and diverse ski area.

A deposit of £200 will secure your daughter's place on this trip. The balance of £795 will be added to the school bill issued at the end of Autumn Term 2013. If you would like your daughter to join this trip, I would be grateful if you could complete the form below and return it to School by Friday 10th May, together with the initial deposit of £200 which may be paid by an online BACS payment or by cheque. Should the trip become over-subscribed places will be allocated strictly on a first come, first served basis, and a waiting list will be held.

To ensure your daughter's safety we have to be convinced that she is fit to ski and we expect her to have been

fit enough to participate in all P.E./Games lessons in the term prior to skiing. In the unlikely event of this not being fulfilled then I hope you would understand that we would need to consider asking you to withdraw your daughter from the trip.

Mrs Sheila Kelsall
Ski Party Organiser

Skiing 2014 Reply Slip

Please return to:
Mrs Kelsall,
Ski Party Organiser,
St. Catherine's School,
Bramley, Guildford,
GU5 0DF

Name of Daughter

House..... Current Year.....

I would like my daughter to be included on the ski trip to France in March 2014

I understand that the deposit is non-refundable.

I am the fee payer and I am happy for the final payment of £795 to be added to the school bill.

I enclose £200 as a first deposit (cheques payable to St. Catherine's School).

or

I have made an online BACS payment to St Catherine's School Bramley, account number 00015303 sort code 30-93-74 and referenced 'ski14-Surname' adding your daughter's surname to the reference so that we can identify your payment.

Signed.....Parent/Guardian Date.....

SAMPLE AGENDA FOR PRE- TRIP STAFF BRIEFING

Charitable Objects of St. Catherine's School

The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.

U4 activities week staff meeting 4.30 pm 27th June 2012 room 14

Agenda & Minutes, SK

Attended by

Apologies

1. **Staff responsibilities**
2. **Travel arrangements**
3. **Packed lunches and dietary requirements**
4. **Medicines.**
5. **Lists, important documents**
6. **Accommodation**
7. **Girls. Who have we got ? Anticipation of any potential problems.**
8. **Action in the event of an incident**

Please read the R2 risk assessment (attached) and school disasters policy.

Please enter other staff phone numbers into your mobile.

If there is any kind of problem/issue with a girl

- **1st aid if necessary & qualified. Your instructors will all be first aiders.**
- **Accompany the child to hospital. Contact party leader/assistant party leader asap.**
- **Phone embargo for girls until they have spoken to us – however minor.**
- **Report all issues/incidents to party leader/assistant party leader and the rest of the team & log in file.**
- **Party leader will phone home if appropriate.**
- **Call/email school to report any injuries/illnesses & other incidents. 24 hour cover from medical centre – call for advice if needed.**

9. AoB