



MAIDEN ERLEGH SCHOOL

Executive Headteacher: Miss M. Davies
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9 October 2018

Dear Parent/Guardian

Onsite and offsite enrichment activities

I am writing to let you know about the procedures which we have in place for enrichment activities. There are two types of enrichment activities which have slightly different procedures: **offsite activities** and **onsite activities**. These both 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 consent form (if required). In order to enable your child to participate in the trip, you **must** return the signed consent form (if required) to school by the deadline stated and any associated deposit and/or voluntary contribution or fee should be paid via ParentPay. Please note if the trip requires payment, we use your ParentPay payment as consent to the parental agreement stated in the trip letter. Please write to the Headteacher if the suggested contribution causes a problem.

Due to a change in legislation there is no longer a requirement for 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. This is your responsibility as parents and carers.** If your child has outgrown any medication please inform us in writing 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, then they **must** have the inhaler on them during the duration of the trip or visit. Similarly if your child has recently been diagnosed or had a change in medication, please inform the school in writing via the office so we can update our records. Please use office@maidenerleghschool.co.uk to inform us of such changes or updates.

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 know who is on the school site.

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

- is compulsory
- finishes after 4.30pm or starts before 8.00am*
- involves voluntary contribution or payment
- involves activities which are not normally encountered in lessons.

*(*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 4.30pm.)*

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 the departure/start 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 *Curriculum* section. 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. The costs are an estimate based on previous years but are also subject to change.

Participation in an extra-curricular or enrichment activity is a privilege. The students represent Maiden Erlegh School and we are very proud of our reputation for exceptionally well behaved, well presented, polite and respectful groups. 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 or who are behind in their studies).

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.

Yours sincerely



Miss S Young
Assistant Headteacher