

# Wycombe High School

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15 September 2011

Dear Parent

## Year 13 A2 Biology Field Studies Course, Monday 3 – Friday 7 October 2011

Further to our letter dated 7 July, we are writing to give you further details about the Biology Field Studies Course to:

- Slapton Field Centre, Devon
- from Monday 3 October to Friday 7 October 2011
- accompanied by Mrs Wheeler, Mrs Catalagac, Miss Shepherd and Mrs Sullivan

As you know, the purpose of this field trip is to enable students to complete their A2 coursework investigation. Ecology forms an important part of the Advanced Level specification for Biology. Field studies provide an ideal context for students to use data that is best suited for the type of planning and analysis required and to develop an understanding of a range of habitats.

The cost of the visit is £342. This includes travel to and from the centre and during the course, full board for four nights and the use of all the centre's resources. The only additional cost will be a small amount of pocket money to cover incidental expenses.

If you would like your daughter to participate, please complete and return the reply slip below, together with full payment and the attached Medical Declaration Form and signed Code of Conduct, to the Finance Office, **by Thursday 22 September**.

You can make your contribution towards this visit by using ParentPay ([www.parentpay.com](http://www.parentpay.com)), our online payment system, choosing the service '**A2 Biology Field Studies Course**'. Alternatively you can send a cheque made payable to 'Wycombe High School Fund' with the reply slip below, in an envelope, to the Finance Office by **Thursday 22 September**. Please write your daughter's name, tutor group (ie Austen 10), year group and '**A2 Biology Field Studies Course**' on the envelope and on the back of the cheque.

We would be grateful for the prompt return of all required documentation. We realise that this is an unusually quick turnaround at the beginning of term, however we hope that the letter you received last term gave you advance warning.

Your daughter should arrive at school by 6.15 am on Monday 3 October, for a prompt departure at 6.30 am. She will be responsible for checking that her luggage is loaded on the coach prior to boarding.

We will make a comfort stop en route; however, your daughter will need to bring a packed lunch to eat on arrival at the centre.

The journey will take about five hours. Students who experience travel sickness are advised to take the appropriate medication before arriving at school and sit towards the front of the coach. The same applies on the return journey.

/cont'd...

Fortiter Fideliter Feliciter  
Courageously Faithfully Joyfully



The contact details for the centre are:

Slapton Ley Field Centre  
Sands Road  
Slapton  
Kingsbridge  
Devon  
TQ7 2QP  
Tel: (01548) 580466  
Fax: (01548) 580123

Please only contact the centre directly in the event of an emergency.

For further information about the centre please refer to the attached leaflet or the centre's website  
<http://www.field-studies-council.org/slaptonley>.

We anticipate returning at approximately 8.30 pm on Friday 7 October. Your daughter will contact you to confirm our expected arrival time as we near the school.

If you have any queries, please do not hesitate to contact Mrs Wheeler via Reception on 01494 523961.

Yours sincerely

*Jane A. Wheeler.*

**Mrs J Wheeler**  
**Biology Subject Leader**



**Mrs S Jarrett**  
**Deputy Headteacher**

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**Year 13 A2 Biology Field Trip, Monday 3 – Friday 7 October 2011**

Student's name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_ Learning / Year Group: \_\_\_\_\_

I acknowledge receipt of your letter dated Thursday 15 September. I would like my daughter to attend the Biology Field Studies Course at Slapton Field Centre in Devon from Monday 3 to Friday 7 October.

I enclose:

**Please (✓)**

A cheque for £342 / I have made payment by ParentPay

A completed Medical Declaration Form which I can confirm as accurate

A signed Code of Conduct.

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return to the Finance Office by Thursday 22 September.**

# Medical Information

Student's Name: \_\_\_\_\_ Form: \_\_\_\_\_ Date of birth: \_\_\_ / \_\_\_ / \_\_\_

1. Does your daughter suffer from any condition requiring medical treatment? Yes:  No:   
If yes, please give details: \_\_\_\_\_

2. Is your daughter allergic to any medication? Yes:  No:   
If yes, please give details: \_\_\_\_\_

3. Has your daughter received a tetanus injection in the last five years? Yes:  No:

4. Has your daughter received relevant inoculations? Yes:  No:

5. Does your daughter have any specific dietary requirements? Yes:  No:   
If yes, please give details: \_\_\_\_\_

I will inform the Visit Leader as soon as possible if there any changes in medical circumstances between now and the commencement of the visit.

\_\_\_\_\_ (Parent's signature) \_\_\_ / \_\_\_ / \_\_\_ (today's date)

## Medical Declaration

To your knowledge, has your daughter been in contact with any contagious or infectious diseases in the last four weeks, or suffered any that may be, or become contagious or infectious?

Yes:  No:

If yes, please give details: \_\_\_\_\_

I confirm that the information above is correct.

I agree to my daughter receiving medical treatment, including anaesthetic, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided (a copy of the policy is enclosed with this document).

\_\_\_\_\_ (Parent's signature) \_\_\_\_\_ (Parent's name)

<b>Contact details for 1<sup>st</sup> parent:</b> Name: _____ Address: _____ _____ Postcode: _____ Tel no: _____ (home) Tel no: _____ (work) Tel no: _____ (mobile)	<b>Contact details for 2<sup>nd</sup> parent:</b> Name: _____ Address: _____ _____ Postcode: _____ Tel no: _____ (home) Tel no: _____ (work) Tel no: _____ (mobile)
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<b>Contact details for GP:</b> Name: _____ Address: _____ _____ Postcode: _____ Tel no: _____
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# Biology Field Course to Slapton, Devon

Monday 3 – Friday 7 October 2011

## Code of Conduct

We expect the highest standards in everything we do; everywhere we go from every member of the group. All rules apply to all students without exception.

The school's behaviour policy applies on all educational visits. Students who behave in an inappropriate way risk being sent home or a parent being asked to travel to meet the group, to escort the student home. In this instance costs will be payable by the parent. Further sanctions are likely to be applied on the student's return to school.

Students must bring their own medical supplies as necessary; inhalers, paracetamol, travel sickness tablets.

### COMMUNICATIONS

Students may not use mobile phones to relay information to friends / family which could cause upset / offence or represent the school in a negative or inappropriate way. This includes telephone calls, texts, emails and the posting of information, including photographs, on social networking sites. Any student who does so will have her phone confiscated; a further sanction will be applied on her return from the field course. The reason for this is straightforward. In the event of an accident / incident the Leadership Group emergency contact will speak with the parent/s of the student/s concerned, in person. We do not wish parents to hear secondhand via text / email or a social networking site that there has been an accident / incident involving their daughter/s. This has the potential to cause unnecessary alarm, distress and offence.

### EXPECTATIONS

1. Students must wear appropriate footwear and clothing for the weather, the locality and for the nature of the fieldwork that they will undertake. Students must not wear items of clothing, or act in such a way, that sends an inappropriate message, and that may place them in a difficult situation. Students wearing inappropriate footwear or clothing will be asked to change, or to remain behind in the Field Centre if more appropriate footwear or clothing is not available.
2. When on beaches, cliff top paths, riverbanks, busy roads or other potentially hazardous locations, students must pay particular attention to their personal safety. Weather and tidal conditions are checked before fieldwork is undertaken.
3. Students must listen to, and follow instructions of Wycombe High School and Field Centre staff at all times, especially warnings or restrictions imposed in the light of local forecasts / conditions.
4. When undertaking fieldwork, students must:
  - keep with their pre-arranged groups and always stay in a group of at least three
  - make sure they have with them a contact telephone number of the Field Centre and / or the mobile phone number of an accompanying member of Wycombe High School staff
  - keep within the agreed fieldwork areas at all times.
5. **Smoking is not permitted** at any time, including travel to and from the centre.
6. **No alcoholic drinks may be purchased or drunk.**
7. Students are expected to be polite and courteous to staff and each other at all times.
8. Students are expected to be punctual at all times.

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9. On arrival, students are expected to become familiar with fire exits and procedures. They are also expected to know where the accompanying members of WHS staff are located.
10. Students are not allowed in any bedroom or dormitory other than the one to which they have been allocated.
11. Students are expected to be quiet in the evenings and in bed by the time specified by the accompanying member of Wycombe High School staff. Students must respect other people's need for quiet.
12. Rooms must be kept tidy at all times. Students must report any breakages or damage immediately.
13. When in rural areas, students are expected to behave in compliance with the Country Code.

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**CODE OF CONDUCT FOR BIOLOGY FIELD COURSE  
MONDAY 3 – FRIDAY 7 OCTOBER 2011**

Name of student: \_\_\_\_\_ Form: \_\_\_\_\_

I have read and understood the Code of Conduct for the Biology Field Course and agree to fully comply with it for the duration of the visit. I understand the likely consequences should I choose not to do so.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understood the Code of Conduct for the Biology Field Course. My daughter agrees to fully comply with it for the duration of the visit. I understand the likely consequences should she choose not to do so.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

This page of the Code of Conduct must be signed and returned to the Finance Office by  
**Thursday 22 September.** If it is not returned please be aware that your daughter risks being unable  
to travel with the group.

## Slapton Ley Field Centre Information for Students

### Slapton Ley Field Centre

The Centre is situated in attractive gardens on the edge of Slapton Village. We manage Slapton Ley National Nature Reserve which offers many interesting habitats including the largest lake in south west England, a shingle bar, wetland and woodland habitats.

### Centre Facilities

The Centre's accommodation consists of single, twin, treble & 4 bedded bed rooms. All rooms have wash basins and sockets for electric razors are available in most rooms or in nearby bathrooms. There is a common room, staff sitting room, library and sports barn with 5 a side football pitch. The Centre has 6 well equipped laboratories, research library and soils laboratory.

### Meals

Breakfast is served from 8.00 am to 9.00 and dinner at 6.00pm (6.00pm and 7.00pm if 2 sittings). Students make their packed lunches during/ after breakfast.

**Please notify the Centre of any special diets or medical treatments in advance** (these will be treated with the strictest confidence).

### Eco-Centre

We aim to minimise our use of resources. Please contribute to this during your visit, eg. Visit our composting toilet, purchase fair trade & organic products, and don't forget to turn off the lights as you leave.

### Field Sites

We visit some of the best and most fragile ecosystems in the south west. Fieldwork provides a greater understanding of these places and is carried out with great care and respect for these locations.

### Safety

Our staff are trained in First Aid and Health & Safety in the outdoors, risk assessments are undertaken for all field sites. It is important to listen and work within safety instructions.

### What to Bring

- Towels
- Drinks bottle/flask & sandwich box.
- Warm old clothing, gloves and hat for outdoor wear (not jeans).
- A complete change of clothing.
- Sun block and sun hat
- Walking boots or strong shoes
- Pair of washing up gloves (for river & marine work)
- Indoor Shoes
- Wellington boots or hire £2
- Waterproof jacket or hire £2
- Waterproof trousers or hire £2
- Day sack or hire £2
- OR Top Trousers & Wellies £5
- Calculator
- A large clear plastic bag (big enough to write inside when it rains)\*
- Field Notebook\*
- Pen, pencil and coloured pencils\*

\* Available to buy at the Centre Shop

**Please note duvet and duvet cover are supplied!!**

### Expensive Personal Items

We advise against bringing these items. We cannot guarantee their security and it is at your own risk.

### Insurance

The FSC has full public liability insurance to cover our liabilities to all our visitors. Your organiser has been advised of the need for cancellation insurance.

*Andrew Pratt, Head of Centre*

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Kingsbridge, Devon, TQ7 2QP.  
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