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**Website:** [www.bws-school.org.uk](http://www.bws-school.org.uk)

**Head Master:** Dr S D Smallwood BSc (Hons) PhD NPQH

04 January 2016

Dear Parent/Guardian

## **Spanish Exchange 15 – 22 June 2016**

I write to advise you that we estimate the cost of the Spanish Exchange trip to be in the region of £500.00 and therefore further instalment dates are as follows:

**Deadline for second instalment payment of £125.00: 31.1.16 – online payment**

**Deadline for final instalment payment of £125.00: 28.2.16 – online payment**

### **PAYMENTS:**

**Please pay online via:** [www.scopay.com](http://www.scopay.com). If you need a link code please email [amh@bws.wilts.sch.uk](mailto:amh@bws.wilts.sch.uk) (link codes are only needed for online account set up)

Your son will be covered by the school's insurance during this trip; a copy of which is available on the school website. Please ensure that we have current emergency contact details and details of any medical conditions and that your son takes all necessary medication with him on this trip.

The attached Consent and Indemnity Form must be completed and returned along with copies of your son's passport and EHIC card, marked for the attention of Mrs Singleton or email to her [bjs@bws.wilts.sch.uk](mailto:bjs@bws.wilts.sch.uk) by 28.2.16.

Yours faithfully

Mr J Torres

Spanish Department

[ijt@bws.wilts.sch.uk](mailto:ijt@bws.wilts.sch.uk)

**BWS - EDUCATIONAL VISIT & ACTIVITY PARENTAL CONSENT & INDEMNITY FORM 4**

*This form is only required for **Overnight Visits**. When completed by parents of SWGS girls who are attending BWS-led joint visits, the word 'son' shall be deemed to mean 'daughter'.*

<b>NAME OF TRIP</b>	Spanish Trip to Menorca		
<b>DATE OF TRIP</b>	15-22 June 2016		
<b>FULL NAME OF CHILD</b>		<b>TUTOR GROUP</b>	
<b>Details of Journey/Visit:</b>			
Journey/visit to	IES Cap de Llevant, Mao, Menorca		
From	<b>15 June 2016</b>	To	<b>22 June 2016</b>

I agree to my son taking part in the above trip. I have read the information sheet attached and agree to him participating in all of the activities described.

I acknowledge the need for my son to behave responsibly and to obey instructions given by staff at all times and I agree to indemnify the School and/or staff against any uninsured loss or expenses incurred as result of my son's misconduct or gross negligence, or reasonably incurred on behalf of my son during the trip.

**MEDICAL INFORMATION**

Does your son suffer from any conditions requiring medical treatment, including medication?

If yes, please give details:-

Does your son have any other conditions which the staff should be aware of, such as bed wetting, severe homesickness or sleep walking?

If yes, please give details:-

To the best of your knowledge, has your son been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may become contagious or infectious?

If yes, please give details:-

Has your son received a tetanus injection in the last five years?

If yes, please give date:-

Is your son allergic to any medication?

If yes, please give details:-


**Please outline any special dietary requirements or food allergies of your son:-**

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I agree for my son to be given the following medication if required:

Paracetamol	Yes	No	
Ibuprofen	Yes	No	
Imodium	Yes	No	
Rehydration sachet	Yes	No	

**DECLARATION**

I undertake to inform the Head Master as soon as possible of any change in medical circumstances between the date signed and the commencement of the journey.

I agree to my son receiving such emergency medical treatment, including :-

Anaesthetic as considered necessary by the medical authorities present.

Yes	No
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If the trip/activity is to be covered by the Schools' policy, a summary of cover is available from [www.bws-school.org.uk](http://www.bws-school.org.uk) under Parent Portal / Useful Documents. On the occasions that the cover is provided by a third party organisation, a copy of the insurance cover provided will be made available by the trip leader.

I understand the extent and limitations of the insurance cover provided

Yes	No
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**CONTACT INFORMATION FOR THE PERIOD OF THE TRIP/ACTIVITY**

Home Address	
Work Telephone No.	
Home Telephone No.	
Email address	

Please provide an alternative contact if you are not available

Name		Relationship	
Telephone No.			
Address			

Signed by  
**PARENT/GUARDIAN**

Please Print Name		Date	
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**Please return to Mrs B Singleton, School Administrator  
Bishop Wordsworth's School, Exeter Street, Salisbury SP1 2ED**

A copy of this form will be taken by the leader of any offsite trip or activity.