



Executive Headteacher:
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St Martin's School

Be the best you can be

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25 September 2023

Dear Parents and Carers

Re: A-Level Art and Photography Trip – Hyde Hall

I am writing to you regarding an important and exciting prospect designed to develop your son or daughter's A-Level Art and Photography coursework unit. I would like to offer your son or daughter the opportunity to take part in the **Year 12 Art and Photography Trip to Hyde Hall, Chelmsford**. This trip aims to provide an invaluable opportunity for your son or daughter to gather primary resources for their art and photography work and participate in a KS5 art workshop. During the trip your son or daughter will have the opportunity to work in a range of materials and techniques, gather primary photographs and draw from observation to help develop their fluency and skills in Art and Photography.

The dates of this visit are:

Monday 30 October 2023, leaving St. Martin's school at approximately 9.30am and returning by 3:00pm on the same day. We will be using Brentwood coaches for transportation on the day.

The group will be led by myself, Mrs Ashby and accompanied by two other members of staff, Mrs Livings and Mrs Scott, who will supervise the students during the day. The students will also be instructed by an Education Officer at Hyde Hall for the duration of the workshop. There will be certain times when students are allowed free time. At these times students may be permitted to wander more freely, but in small groups no smaller than four, around easily defined areas within the grounds. Student will not be allowed to wander alone or outside the defined area or leave the group without the explicit permission of staff.

Students will be required to bring appropriate practical materials to create work during the trip. These materials should include at a minimum; sketchbooks, pencils and photographic equipment for the photography students. Students are welcome to bring additional materials such as pens, colour pencils and paint to work with on the day, although materials will be provided in the workshop. Art Students are also encouraged to bring a camera to take primary photographs during the trip.

Hyde Hall is quite hilly. We recommend that students wear sensible footwear and come prepared for all weather. As the trip takes place during the Autumn, students are advised to be prepared for cold/wet weather as students will be outdoors for the day. Students are not required to adhere to the sixth form dress code on the day of the trip, but are encouraged to wear comfortable, warm clothing to work outdoors for the day. Students should bring a packed lunch, a drink and a snack for the day, and may wish to bring a small amount of money for the gift shop.



DISCOVERY
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Chief Executive Officer: Mr R Duff
St Martin's School is proud to be part of the Discovery Educational Trust

The trip is open to all A-Level Art and Photography students. As the trip will take place during the school day, we are asking parents to make a voluntary contribution of **£22** to cover the expense of providing the off-site activity. There is a suggested donation of £3 to Hyde Hall RHS Gardens that can be paid by students on the day in addition to the voluntary payment. If your son or daughter is in receipt of pupil premium funding and you wish to find out what assistance may be available to you please contact pp@st-martins.essex.sch.uk

Please be aware that if your son or daughter has an out-of-date medical health care plan, they will be unable to attend this visit. Please contact our school nurse, Mrs Sayers-Lintott with the updated plan well in advance of the trip.

It is not compulsory for students to take part in the visit but the experience will enhance their learning opportunities and provide examples to better understand the work being covered during lessons. If we do not receive enough voluntary contributions, it is likely that the trip will have to be cancelled. Payments should be paid to the school finance office by **Tuesday 17 October 2023** along with the medical and consent form attached to this letter. All payments are non-refundable.

If you have any further queries please do not hesitate to contact me at the school on **01277 238 370** or aashby@st-martins.essex.sch.uk

Yours faithfully

Mrs A Ashby (Group Leader)
Joint Head of Art

School Trips and Visit: Information to Parents

Financial Commitments:

The cost of all trips and visits, except Biology and Geography A Level fieldwork, must normally be covered by the families of the students taking part. Where the trip or visit takes place during the school day the school may be able to provide partial assistance to the cost for families in receipt of certain state benefits in order to help students to take part.

For trips and visits that take place during the school day the costs will normally be covered by asking parents to make voluntary contributions to cover the expense of providing the off-site activity. It is not compulsory for students to take part in the visit but the experience will enhance their learning opportunities and provide examples to better understand the work being covered during lessons. Where a parent wishes their son/daughter to take part in the trip or visit but is unwilling to make the appropriate contribution it is likely that the entire trip will need to be cancelled as it is unlikely that the overall cost can be met from alternative sources of funding and therefore all students will be denied the opportunity that the visit would provide. For many trips the school incurs costs from third-party providers or for items such as food and accommodation. In such cases part of the cost of the trip could be charged to parents but to avoid complication and confusion all charges are referred to as voluntary contributions.

For activities taking place outside the school day, or predominantly during the school holidays, the overall cost of the trip or visit is proportionately charged to parents. In some cases, particularly for large overseas trips, a proportion of the charge will provide a trip contingency fund against emergencies and the unforeseen.

In applying for a place on a trip or visit parents are committing to pay the school the agreed amounts in order that the trip can take place and staff will plan and make financial commitments on that basis. As a result, all payments are therefore non-refundable, unless covered by insurance, and in the event of a student withdrawing from the trip without good reason his/her parents are agreeing that they may be liable for the full cost of the trip as charged to the school. Many larger trips will require payments to be made in stages and parents are agreeing to make the minimum payments required by the published date so that the school can meet its financial commitments. Where sufficient payment has not been made by the specified date then it will be assumed that the student wishes to withdraw from the trip and as a result his/her place may be offered to another student. As indicated, payments already received will not be refunded.

In the case of serious misbehaviour by a student then his/her parents will be responsible for the consequential costs and supervision of his/her journey home.

Medical Information:

Staff supervising trips and visits need to be in a position to take full care of the young people involved and as they will be away from school will need complete information concerning any and all recent or long term medical conditions that apply. Parents must inform staff of these and must not assume that the school record will be consulted. In completing the appropriate section on the consent form please consider the following points:

Does your child suffer from any allergy?

Is your child currently taking any medication, can they self-medicate?

Has your child suffered any contagious or infectious diseases within the last 3 months?

Give details of any recent illnesses (within the last 6 months)

Does your child have any long-term disability/medical condition?

Does your child have any specialist dietary requirements?

Does your child suffer from travel sickness?

For adventure holidays only – is your child a non-swimmer?

Staff will require consent to authorise medical treatment on behalf of the parents and may refuse to accept a student on a trip where the medical, or other circumstances, mean appropriate care cannot reasonably be provided. It may also be necessary for parents to take out additional insurance cover, at their own expense in order for their son/daughter to take part in the trip or visit and written confirmation from a doctor may be needed confirming a student's fitness to take part in the trip. Staff will not normally administer medication to students.