



22 March 2023

Dear Parents and Carers

**Re: Year 10 Art Trip to Tate Modern**

I would like to offer your son or daughter the opportunity to take part in the Year 10 GCSE Art Trip to Tate Modern to research and gather artist inspiration for their coursework unit which they started in January. The rescheduled date of this visit is **Tuesday 28 March 2023**.

This trip aims to provide an invaluable opportunity for all year 10 art students to gather contextual research (Assessment Objective 1) and develop their own ideas (Assessment Objective 3) for their new coursework module. This trip will not only provide the students the opportunity to collect information for their artist research, but will inspire them with their visual and practical experimentation as part of the course.

The students will be viewing the exhibits at the Tate Modern gallery in London. I will be running the trip accompanied by Mrs Scott. We will walk from school to Shenfield Station and take the train and tube. Students will return to Shenfield Station with staff and will be dismissed upon arrival at the station.

**The itinerary is as follows:**

|                  |  |
|------------------|--|
| 8.25am – 08.50am | Register as normal   |
| 9:00am           | Line up in the area between the MUGA and the Refectory and walk to Shenfield Station.  |
| 9.30am           | Staff and students arrive at Shenfield station and purchase train tickets.   |
| 9.40am           | Depart Shenfield station for London  |
| 10.45am – 1.45pm | Visiting Tate Modern   |
| 2pm              | Students and staff depart the Tate Modern and travel back to Shenfield.  |
| 3.15pm           | Students and staff arrive back at Shenfield Station; students dismissed upon arrival. Staff will be walking back to school should any students need to return with us. |

Students will be permitted to wander the gallery freely and will be given some free time when we stop for lunch. Students will need to stay in groups of no fewer than three. Students will not be allowed to wander alone or outside the defined areas or leave the group without the explicit permission of staff. We would like to make you aware that individual students will not be under the direct supervision of staff at all times during the visit although staff will remain within the designated areas so that they are available should difficulties arise. An emergency number will be issued to the group to be used if they get separated at any time or need support. Students will be expected to behave responsibly in line with the St Martin's behaviour policy at all times.

*Be The Best You Can Be*



**DISCOVERY**  
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Chief Executive Officer: Mr R Duff  
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**There is no upfront cost to this trip and entrance to the gallery is free, though students will need to pay for their own travel on the day.** An adult one-day travel card is currently £25.70, or using a debit card to tap in/out is capped at £20 per day for zones 9-1. Please ensure students have a ticket purchased prior to the day of travel or the correct amount of money to purchase a ticket/use their debit card on the day. Students should bring a camera and/or sketchbook and art equipment to record their observations. Alongside the money for travel, students may wish to bring additional funds to buy lunch (or bring a packed lunch) and items such as postcards or books from the gallery shops.

If your son or daughter would like to attend the trip, please fill in the attached consent form with travel arrangements, full medical information and dietary requirements by **Friday 24 March**.

If you have any further queries please do not hesitate to contact me at the school on 01277 238 370 or [mlivings@st-martins.essex.sch.uk](mailto:mlivings@st-martins.essex.sch.uk)

Yours sincerely

Mrs M Livings  
***Teacher of Art & Trip Leader***

## School Trips and Visits: Information for 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.

Official Sensitive – Discovery Educational Trust T/A St Martin’s School fully complies with information legislation. For full details on how we use your personal information please see our online privacy notice <https://www.st-martins.essex.sch.uk/privacy-policy/> or call 01277 238300 if you are unable to gain access to the internet.

**Trip: Year 10 Art Trip to Tate Modern**  
**Date: Tuesday 28 March**

I have read the letter and accompanying information to parents giving details of this visit and consent to my son/daughter taking part.

|                                      |             |               |  |
|--------------------------------------|-------------|---------------|--|
| <b>Student name</b>                  |             | <b>Form</b>   |  |
| <b>Home address inc. postcode</b>    |             |               |  |
| <b>Home telephone no.</b>            |             |               |  |
| <b>Student mobile</b>                |             |               |  |
| <b>Parent name</b>                   |             |               |  |
| <b>Parent mobile</b>                 |             |               |  |
| <b>Additional Emergency Contact:</b> | <b>Name</b> | <b>Number</b> |  |

**Medical and Dietary Information**

Please give details below of any medical conditions from which the student suffers and any medication they will be taking. We need to be aware of any, and all, pre-existing conditions that apply. Please also note any special dietary needs or other information that you feel appropriate.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please tick this box if there are no medical conditions to disclose**

**Office Use Only**

I also agree to authorise members of staff to approve medical treatment for my child including anaesthetic as is deemed necessary in an emergency on the advice of a qualified medical practitioner.

- My Child will make their own way home from Shenfield Station:
- My Child will walk back to school with the teachers after the trip:

Signed: ..... Date: .....  
 [Person with parental responsibility]

Relationship to student: .....