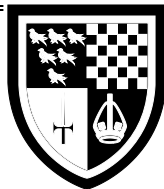


# CLAVERHAM COMMUNITY COLLEGE

North Trade Road,  
Battle,  
East Sussex  
TN33 0HT



School (01424) 772155  
Fax (01424) 774106  
Absence Text 07860 095526  
Sports Centre (01424) 774772  
Day Nursery (01424) 774548

info@claverham.org  
www.claverham.org

Principal: Mr P. Swatton, B.Eng (Hons)

Date: 8<sup>th</sup> January 2019

Ref: DBO/VLS

Dear Parents/Carers,

## CLAVERHAM SKI CLUB: VISIT TO KNOCKHATCH SKI CENTRE

During the school year Claverham Ski Club pays a number of evening visits to Knockhatch Ski Centre. I have arranged the last of this year's trips on **Thursday 24<sup>th</sup> January**. There are always a number of 'first timers' on each visit and no previous skiing experience is necessary.

We shall leave school at 4.00p.m. and arrive at Knockhatch Ski Centre for a 1½ hour session from 5.00-6.30p.m. The total cost of the trip is just **£25**, payable via ParentPay, which includes instructor fees, equipment hire, transport and insurance.

The Ski Centre will provide tuition for **all** pupils in suitable ability groups during the first part of their visit. Pupils who, in the opinion of their instructor, have reached a suitable standard may then be able to 'free ski' under instructor supervision, but without further tuition during the final part of the visit. **(N.B. No responsibility can be taken by the College or the Ski Centre for injury to any pupil who exaggerates the extent of their previous skiing experience).**

Pupils need to bring suitable clothing including **long socks, gloves** and a **waterproof jacket** - the ski centre operates whatever the weather. Most pupils will probably also want a small snack to eat on the journey. We will return to College at **7.30p.m.** and it is important that pupils are collected promptly. Should you need to contact your son/daughter urgently, the ski centre's telephone number is 01323 843344.

If you would like your son/daughter to take part in this trip please return the reply slip below and the trip will be added to your ParentPay account. Please then make payment and enter the required consent information. Before applying for a place, your attention is drawn to the behaviour requirements for all pupils on school trips - please see the details overleaf.

A list of pupils that have gained a place on this trip will be posted on the **PE office door** by **Friday 18<sup>th</sup> January 2019**. **It is important that pupils do not just assume that they have a place on this trip. They must check to see that their place has been confirmed.** Details of final arrangements will be given to pupils during a lunchtime meeting in school the day before the visit. Please note that refunds are not possible if a pupil is unable to take up their place on this trip, unless another pupil is able to fill the vacant place.

Yours sincerely

Mrs V Swatton

.....  
**CLAVERHAM SKI CLUB: VISIT TO KNOCKHATCH SKI CENTRE 24/1/19**  
***Reply slips should be returned to the FINANCE OFFICE***

Name of pupil..... Year group..... Tutor group.....

I would like my child to take part in the visit to Knockhatch Ski Centre on 24<sup>th</sup> January 2019 and will pay £25 via ParentPay.

I accept the need for my son/daughter to follow the code of behaviour on school trips. I understand that my child will need to be collected from the College at **7.30pm**.

No. of previous visits/skiing experience.....

Signed..... Parent/Guardian                      Date.....

## **CODE OF BEHAVIOUR ON SCHOOL TRIPS**

In view of the heavy responsibilities now placed in Law on teachers taking children out of school, it is absolutely essential that we can have confidence in all children on a trip behaving in a sensible and responsible manner at all times. To help ensure this:

1. All parents must have signed a consent form which sets out the rules.
2. Misbehaviour prior to the trip may lead to exclusion from the trip.
3. General rules, which must be observed on trips at all times:
  - i) Pupils must obey strictly all instructions given to them by members of staff.
  - ii) Pupils may not smoke or drink alcohol.
  - iii) Pupils must obey strictly any instructions regarding movement and meeting points, and meeting times.
  - iv) Pupils may not eat or drink on a journey unless permission is given by the member of staff.
  - v) Pupils must remain seated and not walk about when travelling on a coach, or kneel on the seats to talk to people behind them.
4. IF STUDENTS ARE DUE TO RETURN FROM A TRIP AFTER THE DEPARTURE OF SCHOOL COACHES (3.30 P.M.) PUPILS MUST MAKE THEIR OWN ARRANGEMENTS TO BE COLLECTED FROM SCHOOL.