

25 May, 2017

RE: Sixth Year English Trip to London, October 2017

Dear Parent(s)/Guardian(s)

The English department is organising an English trip for sixth years on the 11th and 12th of October 2017 to the Globe Theatre London to see a production of their Leaving Certificate play 'King Lear'.

The trip will cost **€339**, which will include:

- Flights
- Accommodation in Premier Inn (London outskirts)
- Shakespeare's Globe performance of 'King Lear'
- Performance of West End show 'Mamma Mia!'
- 2 course meal with drink in Hard Rock Café
- Flight on the London Eye
- Travel Insurance
- Bus Hire and evening transfers

The price may vary slightly, depending on the uptake. A more detailed itinerary will follow once student numbers have been confirmed.

In order to secure our school booking, we will require you to complete the attached form and return it by Tuesday, 30th May, together with a **booking deposit of €100**. Cheques should be made out to Alexandra College. Unfortunately, it will not be possible to book in September and places cannot be reserved without the deposit.

If you wish your daughter to go on the trip, please fill in the attached form and return it to **Ms O'Donovan by Tuesday , 30th of May at the latest.**

This trip promises to be a most enjoyable and memorable educational experience for all involved and we hope that every student will avail of this unique opportunity.

Yours sincerely,

Catherine O'Donovan

English Teacher and Trip Coordinator

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS

25 May, 2017

Dear Parents,

Students and parents are reminded that permission to travel on a school related activity¹ representing Alexandra College is conditional on strict adherence to Code of Behaviour of Alexandra College and the tour rules, as detailed in the attached page. These are designed in the interests of safety, security, and enjoyment of both students and members of staff in charge. We refer particularly to the Substance Abuse and Medical Rules:

- *Smoking, drinking and substance abuse of any sort are absolutely forbidden at all times.*
- *The staff must be made aware of any student with a medical condition or on medication during the tour.*
- *The members of staff in charge have the right to take any student to a Medical Doctor or Hospital if they deem it necessary and to sign permission forms for any medical procedure/support required, as advised by medical practitioners in the host country. The staff members in charge will make decisions based on professional medical advice where parents/guardians, as per the information provided on the enclosed permission form, cannot be contacted and no liability shall attach to the staff in charge in following procedures consequent to professional medical advice. The College must be reimbursed by parents/guardians for any additional expenses incurred for medical treatment.*
- *Students whose behaviour is deemed to have been a danger to themselves or to others will be sent home. Parents will be telephoned and informed of the situation. The extra travel costs will be the responsibility of the family involved.*

As per our Insurance Company's policy, "The College and its staff are covered in respect of all sums which the College shall become legally liable to pay for damages and law costs arising out of accidental

(a) Bodily injury to any person

(b) Nuisance

(c) Loss of or damage to material property

occurring during the period of insurance and arising out of and in the course of a school related activity provided the College is proved negligent."

Any other insurance requirements on the student's behalf would have to be arranged separately and parents may think it advisable to effect their own travel insurance to cover such areas as travel, medical and baggage etc.

We do hope that everything is to your satisfaction and that the trip will prove to be a very enjoyable experience and we ask you to complete all sections of the permission form below.

Yours sincerely,

Barbara Ennis
Principal

Catherine O'Donovan
English Teacher & Trip Coordinator

¹ Definition of a school related activity – Any activity which is carried out with the full knowledge and authority of and under the control of the Council of Alexandra College or of any other person specifically appointed by it.

Permission Form:

(Please sign and return this page together with deposit cheque of €100.)

I _____ (please print) give permission for my daughter

(name of student, please print) _____ Class _____

to participate in the **English Trip to London from Wednesday 11th to Thursday 12th of October.**

We have read the “Code of Behaviour of Alexandra College” and the “Rules and Regulations for Tours” and agree to abide by them

A _____ (Student’s signature) Date: _____

B _____ (Parent’s signature) Date: _____

Please complete all the following sections. If not applicable, write “none”.

Please give details if your daughter suffers from any medical condition or has any dietary requirements _____

If she is on any medication for the above, please give details (here or overleaf)

(It is important that an **emergency prescription** is provided to the Teacher in Charge in case of loss of prescribed medication.)

Is she allowed any medication whilst on the visit (either self medicated or provided by the staff members in charge)? (e.g. travel sickness tablets, headache tablets etc. – please specify)

Student’s first name and surname **as per passport:** _____

Date of Birth of Student _____

Mobile Telephone Number of Student _____

Name & Address of Parent/Guardian _____

Telephone Number of Parent/Guardian (home) _____

Mobile or emergency contact number _____