



11th February 2019

Dear Parent / Carer

North London Higher Education Fair

In order to support students prepare for Post-18 Choices, all year 12 students will attend the North London Higher Education Fair organised by Middlesex University. This event will give students the opportunity to meet with representatives from a vast range of 50+ universities and organisations, to find out more about university entry requirements and what is on offer to help them make choices to best suit them.

This event also offers a number of subject specific talks, giving students the opportunity to explore the University campus and get an insight into what university life is really like.

The details of the trip are as follows:

Date: Friday 8th March 2019

Departure Time: 9am from school (Students should meet in the common room)

Return Time: 1.00pm

Travel: Coach

Cost: Free

Food Required: Students should bring packed lunch but can bring money to purchase refreshments at the venue

While it might not be possible for anyone to guarantee 100% safety on any journey, myself as visit leader and my colleagues will retain the overall pastoral responsibility that we have when in school and which is well established in law. The law requires that teachers do everything reasonably practicable to ensure the safety of everyone in the group, and the staff will use their skills and experience as adults and teachers to protect the health, safety and welfare of the pupils. A detailed risk-assessment has been carried out, a copy of which is available from the school if you wish to see it.

There will be no morning lessons on the day, lessons will resume as normal for period 6 and 7.

Please complete the attached consent form and return it to the 6th Form Office by Monday 25th February 2019 at the latest.

Students must also confirm their attendance and choose a work shop via the following link: www.mdx.ac.uk/nlhe

I cannot emphasise enough the importance of starting research into Higher Education at this early stage to ensure that students have all the information they need to make the best possible choice.

Yours sincerely

Mrs Laurenzi
Work Related Learning Manager

To: 6th Form/Mrs Laurenzi, Visit leader Highlands School
North London Higher Education Fair Friday 8th March 2019

I have read the information on this letter and I agree to (name of pupil)
in (form group) taking part in the visit and in the activities described.

I agree to impress upon him/her the necessity to behave responsibly and to help the teachers to ensure the safety of everyone on the visit.

I am aware that the school has a detailed policy on the safe running of educational visits, which I can obtain from the school. I am also aware that the school's educational visits are always well organised with an attention paid to health and safety. I understand that there can be no absolute guarantee of safety, but appreciate that the school leaders of the visit retain the same legal responsibility for pupils as they have in school and will do everything that is reasonably practicable to ensure the safety of everyone on the visit.

Does your child have any condition or medical treatment requiring special medical attention? **Yes/No**

Give details:

Does he/she have any special dietary requirements? **Yes/No**

Give details:

Does your son/daughter have any allergies? **Yes/No**

Give details:

Has your son/daughter had a Tetanus injection in the last 9 years? **Yes/No**

Contact number: (Day)..... (Eve) (Mobile).....

Alternative emergency contact number:

(Day)..... (Eve) (Mobile).....

Declaration:

I confirm that my child is in good health. I agree to inform the group leader of any change in medical condition, and I give consent to any administration of medication or blood transfusion as may be considered necessary by medically qualified persons, and any first aid deemed necessary, in an emergency situation during the visit.

Name:

Signed: (parent/carer)

Date: