

Dear Parent/Carer

21 November 2023

Balmoral House is organising an ice-skating trip to Clarks Village, Street.

The trip is on Thursday 14 December – we will meet at 15:40, leaving school at 15:45 to give students and staff enough time to get changed. We will depart from BTC lay-by at 15:45 and will travel to Clarks Village with Ridlers Coaches where we are booked to skate at 18:00. The skating session finishes at 18:45. Students will have a chance to eat and shop when they are not skating. During shopping time students may decide to buy something to eat or prefer to bring a packed tea. I cannot be certain of an exact time of arrival back at school (BTC lay-by), but if all parents could pick up their son/daughter by 20:30 it would be much appreciated to save staff having to wait around at the end of the day. If there is any change on the timings, we will ask students to contact parents en route.

All students will be expected to skate and will not be allowed to shop whilst others are skating. All students will have to be in a group of 3 and no more than 6. Years 7 will be accompanied by a member of staff during their shopping time. Students need to bring a thick pair of long socks and gloves for skating. The rink is undercover but they must ensure they have appropriate clothes to keep them warm and dry.

The price of the trip will be **£18.00**. The cost includes transport, ice skating and the hire of ice skates. Students will need to bring extra money if they wish to do some Christmas shopping.

There are **50** spaces available. If we have more than 50 students apply then names will be placed in a ballot. If your child would like to go on the trip please give consent via Classcharts by Friday 24 November. We will then confirm your child's place and ask for payment.

Please ensure that we have your up to date emergency contact details and any relevant medical information for your child, as this information is taken from our school database.

School trips are covered by the Trust insurance policy. Please be aware that:

- a) except for visits abroad, insurance arrangements are the same as for students in educational establishments, i.e., that the Trust can only insure against the proven negligence by the Trust and/or its employees; and
- b) the Trust is a member of the RPA (Department for Education risk protection arrangement) which provides personal accident cover (see copy of the policy on the school website for details) but you may consider taking out your own personal accident cover to supplement this if appropriate.

Yours sincerely



Mr T Hawkins  
**Head of Balmoral House**