6th June 2023

Dear Parent/Guardian

These are the final details for the Year 7 field trip to Bletchley Park on Monday 12th June. Please can pupils be at School (**Kilmorey**) at 07:30am or the Prep School (**Car Park Bus Stop**) at 07:45am – please state your preference by Thursday 8th June via the following form: <https://forms.office.com/e/nDMbEZvaSn>. We will be travelling by School minibus and hire car. Packed lunch will be provided but students are encouraged to eat a breakfast at home and bring additional snacks (no sugar sweets). We aim to reach the Bletchley Park by 10:15am. We will return to School (**Kilmorey drop off only**) at 5:00pm, please collect your daughter/son/ward from **Kilmorey** at this time. In case of traffic, we may arrive later than this time.

Mr Simmons, and Mrs Toner will accompany me for the trip. Below is the final itinerary for the trip:

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time | End Time | Activity Description | Location |
| 10:20  10:40  11:10  11:25  12:00  12:50  13:20  14:30 | 10:30  11:10  11:25  11:55  12:50  13:20  14:20  14:30 | Minibus Arrival  Explore Bletchley Park  Shop visit  Lunch  Guided Tour  Explore Bletchley Park  Workshop: Securing our Cyber World  Minibus Departure | Drop off  Group led by staff  Shop (Block C)  Blue Tables, Room 9  Outside Challenge HQ  Group led by staff  Room 1, Learning Centre  Pick up |

Pupils will be allowed time in the gift shop. Please provide your child with no more than £10 to spend in the shop. Pupils are expected to wear full school uniform on the trip, including school blazers.

The School has a detailed policy on the safe running of educational visits, which can be obtained from School. The School’s visits are always well planned with particular attention paid to health and safety; however, there can be no absolute guarantee of safety. The School staff retain the same legal responsibility for pupils as they have in School and will do everything that is reasonably practical to ensure the safety of everyone on the trip.

If you need to contact your daughter/son/ward in an emergency, my mobile phone number is 07384 250889. Pupils will be allowed to use phones for the journey and are encouraged to bring headphones to listen to music, but phones must be not seen and not heard whilst onsite.

I have enclosed a code of conduct, which should be read, signed and returned to me. The final cost of the trip is **£27.80** and this will be added to the parent’s bill.

Yours sincerely



Mr Daniel Downie

Head of Computer Science & Digital Media

**YEAR 7 TRIP TO BLETCHLEY PARK**

The Study Visit that has been arranged for you is an important part of your course. You will be required to take an active part in discussions, workshop and tour.

All School Rules apply, but in order to gain maximum value from the trip, it is necessary to lay down certain ‘ground rules’. We have developed a basic set of rules to which all pupils must adhere. This is to ensure that the trip is enjoyable and fun for everyone.

1. I will co-operate fully with all the staff and other pupils to make this visit enjoyable and rewarding.
2. I will have the appropriate equipment with me for any activity.
3. I will clearly name all my belongings.
4. I will be punctual for departure times and for any timings stated during the day.
5. I will not unnecessarily moan about, complain about or criticise the weather, museum, activities etc.
6. I understand that a full report of any misconduct will be forwarded to my parents/guardians and understand that a serious breach of these rules will result in my return to School at my own cost.
7. I will notify the staff immediately of any illness or injury whilst I am on the trip.
8. I will follow all instructions or guidelines by staff or workshop instructors.
9. I will wear my school uniform as I would whilst in school.
10. I must remember not to harm or disturb any exhibits, or leave litter etc.
11. If I bring a mobile phone/iPad etc. with me, I will not have it switched on whilst at the site venue. I realise that it is my responsibility to look after it at all times.
12. I will remain in a calm and composed manner throughout the trip.

I will abide to all the rules as stated above.

Name: …………………………………………………………………………………………………

Signature: ……………………………………………………………………………………………