



3<sup>rd</sup> April 2019

Dear Parent/Carer

**Activities Week – KS3**

As part of Activities Week this summer, we are organising a trip to Bristol Zoo on Friday 19<sup>th</sup> July. We shall be travelling with South West Coaches.

The students will leave school promptly at 9.00 am and return in time for the end of the school day. Students will be expected to bring a packed lunch or purchase lunch on site (if your child receives free school meals, a packed lunch will be provided by the school kitchen if required). Please ensure that your child is wearing suitable clothing.

Students will be able to move around the Zoo in small groups throughout the day but will have meeting points and a contact number for a member of staff at all times.

The cost of the trip will be £15.00 for the day. If you are interested in your child taking part, please complete the consent form attached and pay via Parent Pay. Pupils entitled to Pupil Premium should pay £7.50 by Tuesday 30 April.

**Third Part Data Sharing**

As this is an off-site activity, there may be a need for us to pass certain data to a third party for example the emergency services in the event of incident requiring these services. The information to be disclosed could include: Name of child, Date of birth, any medical information and other special needs and parental contact information. We also have a legal obligation to enter all details onto a risk management system run by the Local Authority called EEC. The data on EEC will be retained in line with Government Legislation.

Under the General Data Protection Regulations you have the right to object for this information to be passed onto these external bodies, however if you decide not to give permission, it may not be possible for your child to undertake the activity.

I give permission for this data to be shared as outlined above

I do not give my permission for my data to be shared as outlined above and understand my child will not be able to undertake the activity.

If you have any questions about the trip, please do not hesitate to contact us at the school.

Yours sincerely

Mrs. Rowlinson-Baker  
Assistant Headteacher/SENCO