

Dear Parent/Guardian/Carer

The College has arranged a trip and your son/daughter/charge has expressed an interest in attending. Please see below for details.

Trip Location:	Central London Winter wonderland
Date:	Friday 20 th December 2024
Cost of trip:	£25
Students to meet at college at (time):	8:15am
Meeting point:	Central Campus, West Bromwich
Estimated time of arrival back at College:	9:00pm
Any other details:	Forms to be returned to Student Liaison team by Wednesday 11 th December 2024 Limited spaces please bring you form back asap to confirm your place. Room UG40 Central Campus.

In order for your son/daughter/charge to go on the trip you will need to sign the attached medical and consent forms and return them to the college. If the forms are not signed and returned they will not be able to attend.

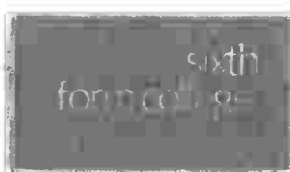
If in an emergency you need to contact any member of the group while on the trip, the Trip Leader can be contacted on **07960779771**.

If you have any questions regarding the trip, please do not hesitate to contact the Trip Leader Bhervinder Singh on 0121 667 5022.

Yours Sincerely,

B Singh

Bhervinder - Student Liaison Officer



Parental or Guardian Trip or Visit Consent Approval

This form must be completed for all Learners below the age of 18 when attending any College organised trips or visits including residential visits.

Learners Name:	
Person Code:	
Course Title:	
Trip or Visit to:	
Means of Transport:	
From – Date and Time:	
To – Date and Time:	

Declaration:

I agree to my son or daughter taking part in the above mentioned visit or trip and having read the information sheet, I further agree* / disagree* to their participation in any and or all of the activities described. I acknowledge the need for obedience and responsible behaviour on their part.

(*Please delete as appropriate)

The following College rules will continue to apply during the trip or visit:

COVID19:

What to do if you have symptoms up too two days before the trip date

If you have symptoms of COVID-19, even if they're mild do not attend trip or college, please follow government guidance: <https://www.gov.uk/coronavirus>

Only return to college after your isolation period and you are feeling well and not had a temperature for 48 hours

Sandwell College Group Code of Conduct

Sandwell College West Bromwich's Code of Conduct (Please see your College Diary or Student Information Booklet) is designed to protect everyone and to make the environment of the College as pleasant as possible. Therefore, when attending trips or visits you are representing the, therefore you must abide by this Code of Conduct. Any serious breach of this Code of Conduct (such as acts of violence, bullying, aggressive or intimidating behaviour, possession or use of drugs or alcohol or behaviour likely to disrupt the proper running of these trips) can lead to immediate suspension prior to disciplinary action.

Such action could lead to your dismissal from the College and may also result in the police being informed.

Learners Personal Property

Learners bringing any property (including, without limitation, cash, clothing or other items) onto Sandwell College Group trips or visits, do so at their own risk and the College shall not be liable for any losses, damages, costs and expenses arising directly or indirectly from such property being lost, damaged or stolen.

Sandwell College Group Liability

Without prejudice to any of the above regulations, the College shall not be liable for any indirect or consequential loss or loss of profit, loss of opportunity or loss of earnings. Nothing in these regulations shall operate to exclude the College's liability for death or injury due to its negligence or for fraudulent misrepresentation.



Contact details:

Please supply the mobile number of the **Person Attending the Trip or Visit**, for emergency contact reasons only:

Signature of Parent or Guardian: **Date:**

(Please Print):

Emergency contact number:.....



Sandwell College Group Trips and Visits Medical Form

This document must be completed for all learners attending a College organised Trip or Visit.

Parents or guardians of learners under the age of 18, must complete this form on their behalf.

Learners Name:	
Person Code:	
Course Title:	

Medical Information

- a) Do you suffer from any conditions requiring medical treatment, including medication? If YES, give brief details. Yes No

Details:

- b) To the best of your knowledge, have you been in contact with any contagious or infectious diseases, or suffered from anything in the last four weeks that may be or become contagious or infectious? If YES, give brief details Yes No

Details:

- c) Are you allergic to any medication? If YES, specify. Yes No

Details:

- d) Have you received a tetanus injection in the last five years? Yes No

Details:

This document will be kept in a confidential file. It is therefore essential that Sandwell College Group is informed of any change to your personal health details immediately.

Please outline in detail any specific medical requirements or conditions:

Please outline in detail any specific dietary requirements:

If Under 18 years of age:

Parent or Guardian Information	
Address:	Phone:
	Work:
	Home:
	Mobile:
Please give name and telephone number to be used in an emergency:	
Name:	Contact Number:
Name, surgery address and telephone number of family doctor:	

Declaration (Delete as appropriate)

- a) I agree* / do not agree* to my son or daughter* / myself* receiving emergency medical treatment, including anaesthetic, as considered necessary by medical authorities.
- b) I undertake to inform the Course Tutor as soon as possible of any change in the medical circumstances between the date signed and the commencement of the journey.

Signature: Date:

Learners are covered by the College's travel insurance. It is advisable and recommended that additional personal accident cover is obtained.

A copy of this document must be taken on the visit or trip by the leader

This document will be kept in a confidential file. It is therefore essential that Sandwell College Group is informed of any change to your personal health details immediately.



STUDENT LIAISON - FORM X

TUTOR AUTHORISATION

The Student Liaison team are working with Tutors to improve progression and retention rates. Students must obtain permission to attend any trip or event from their Tutors. This form must be completed and handed in to the Liaison team when booking a trip or visit.

Name of Student: Person Code:

Activity or trip
Including
date & time

Subject / Tutor
Tutors signature

Subject / Tutor
Tutors signature

Subject / Tutor
Tutors signature

Course Tutor
Tutors signature

Tutors signature

Authorisation maybe withdrawn at anytime up to the time of the activity if a student falls behind with their work or their behaviour becomes unacceptable