

Haydon School

An Academy with Specialisms in
Languages and Applied Learning



Wiltshire Lane, Eastcote
Pinner, Middlesex, HA5 2LX
Telephone: 020 8429 0005
Fax: 020 8868 2091
info@haydonschool.org.uk

Headteacher:
Mr R Jones BSc(Econ) MBA NPQH

\\data\admin\admissions_dept\administration\in-year admissions\IYA Application Pack\Medical Form Letter 2018.docx

Date as postmark

Dear Parent/Carer

Re: Medical Forms for Trips

Currently, as a parent we ask you to fill in your child's medical details each time they go out on a trip. These details will be stored on the school's computer system and can then be accessed each time there is a school trip. This would mean that the same details would not have to be repetitively completed by yourself.

I have therefore attached paperwork that includes a consent and behaviour form for school trips as well as a medical details form. **Please be as detailed as possible on the medical form**, especially with regards to the nature and dosage of any prescribed medicines, and any allergies. It is this information that a member of staff would rely on in order to assist in the eventuality of medical treatment being required on a school visit.

Each time there is a school visit, a consent form will include a declaration that you are satisfied that your child's medical details are correct. You will be able to check these details by logging on to the Sims Learning Gateway from September. If a change is necessary a sheet will be provided with the consent form to amend the information. A log in password will be issued once you complete the Learning Gateway form in this pack.

The security of this data is of course a priority for the school and please rest assured that it would only be accessed by relevant members of staff when required and never shared with an external party, in accordance the Data Protection Act of 1988.

Please return these forms to the admissions office once completed.

Yours sincerely

Mr R Jotangia
School Systems Manager
Direct Tel. (020) 8429 9573
E-Mail. rjotangia.312@lgflmail.org

Mission Statement

*Haydon School is committed to the achievement of individual excellence,
encouraging students to be creative and considerate, confident of their role in society
and capable of rising to the challenges of a diverse and rapidly developing global economy*



INVESTORS
IN PEOPLE | Gold



CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child, <name of the child>:.....

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - Adventure activities during the school day.
 - Any non residential school trips during the school week.
- The school will provide you with information about each trip before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for some off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of normal school day and can be offered without a financial contribution towards the cost of a visit. We will however contact you for further specific consent regarding trips where the school asks for a financial contribution to cover the trip costs.

Please complete the medical information and contact details section overleaf and sign and date this form if you agree to the above.

Signed.....

Date.....

HAYDON SCHOOL MEDICAL FORM

Please return this form to:

STUDENT NAME:	FORM:
Emergency Contact Details Name: Telephone Number:	
<p>PLEASE TICK The RELEVANT BOXES</p> <p><input type="checkbox"/> My son/daughter has no medical conditions or medication need that the school should be aware of.</p> <p><input type="checkbox"/> My son/daughter has one or more medical conditions or medication need that the school should be aware of please find the details below.</p> <p><input type="checkbox"/> Asthma</p> <p><input type="checkbox"/> Diabetes</p> <p><input type="checkbox"/> Allergies</p> <p><input type="checkbox"/> Fits/Blackouts</p> <p><input type="checkbox"/> Fainting Attacks</p> <p><input type="checkbox"/> Back Problems</p> <p><input type="checkbox"/> Any other disability</p> <p>-----</p> <p>-----</p>	
Signed:	Date:
Please Print Name:	Relationship:

Dietary Information

<p>Please give details using guide below</p> <p>N = Normal</p> <p>V = Vegetarian (<i>eats dairy, no meat/ fish</i>)</p> <p>PV= Pesco Vegetarian (<i>eats fish and dairy, no meat</i>)</p> <p>VG = Vegan (<i>no meat, fish or dairy</i>)</p> <p>K = Kosher</p> <p>O = Other (<i>e.g. Nut allergy etc – please specify</i>)</p>	
---	--



HAYDON SCHOOL

BEHAVIOUR EXPECTED ON SCHOOL TRIPS

Taking other people's children on excursions is a considerable responsibility. A visit may take many weeks, even months of planning, with much correspondence and involves teachers/organisers in a great deal of work.

We expect a high standard of behaviour by Haydon students on school trips. Trips are a privilege and therefore the school reserves the right to exclude or remove a child from a trip if their behaviour does not meet with the standards we expect on a day to day basis in school.

Students requesting to go on such trips, and parents, should be aware of the work that takes place on their behalf and resolve to minimise difficulties by being as co-operative as possible.

During a visit students must obey the following rules:

- Follow instructions given by the trip organiser at all times
- Follow the activities that have been planned for the party and do not opt to do something different
- Avoid noisy, over-excited or attention seeking behaviour
- Show consideration and courtesy towards members of the public, officials and other guests
- No alcohol, cigarette or drugs may be consumed or bought as presents. (Children are not permitted to bring these through customs)
- NEVER go off alone

Staff will supervise as much as possible but there are usually times set aside for exploration and/or shopping when this is not practicable. Students are expected to behave excellently when not supervised so that no problems occur which would spoil the enjoyment of the visit.

If a student behaves inappropriately on a school trip they jeopardise their place on all other trips and visits.



HAYDON SCHOOL

BEHAVIOUR AGREEMENT

Student – Years 7- 13

Student		Form	
----------------	--	-------------	--

Please read, sign and return this form.

Student – Years 7 - 13

Students should not consume alcohol, smoke or use illegal substances

Students should not be in the rooms of students of the opposite sex

Students should be in groups of at least three at all times

Students should return to meeting points on time

Students should follow staff instructions without question

Students should not purchase anything which they are not allowed to purchase in the UK e.g. flick combs, bangers, films with particular ratings

The behaviour policy applies on all trips, and students should expect sanctions on their return to school should their behaviour be inappropriate on a trip.

Students should be aware that they are representing the school and should behave accordingly.

Please sign below to indicate that you agree with the above, and to confirm you understand that should you not comply with these regulations, you may be sent home.

Signed: **Date:**

PARENT/GUARDIAN

I agree that my child must comply with the rules set down by the staff. I agree that my child is subject to the behavioural rules detailed above for the duration of the trip. I understand that if my child does not comply with these regulations, he/she may be sent home at my expense.

Signed: **Date:**
(Parent / Guardian)

Name: (Please print)