

23<sup>rd</sup> January 2024

Dear Parent and Student,

Headteacher - Patrick Earnshaw  
Deputy Headteacher - Mathew Downs  
Assistant Headteacher (Head of Sixth Form) - Lisa Swan

We are delighted to announce the various options for the Year 13 Leavers events/products on offer for all students which celebrate the last two years at Highcliffe Sixth Form. Students can choose what they would like to purchase from the following options:

### Option 1 - Sixth Form leavers event

This year's leavers event will take place on **Monday 24th June 19:00-22:30, at the Cosy Club in Bournemouth**. This event has been extremely successful over the past few years and we warmly invite students to attend. The ticket price is **£30** which includes exclusive venue hire for our group over two floors, our own bar service where alcoholic and non-alcoholic drinks can be purchased, a buffet and a Magic Mirror photobooth to make lots of memories of this special event! Should students wish to purchase alcohol from the bar, they will need identification.

All students will be responsible for making their own travel arrangements to and from the venue. High standards of behaviour are expected at all times at the event. If a student appears to be too drunk on arrival (or during the evening) they will not be allowed entry and we will contact a parent/carer to pick them up. **Please provide the name and phone number of the parent on the attached medical form who will be available throughout the evening in case we need to make contact.**

To purchase a ticket for this event, please make a payment on wise pay under tickets and return the attached medical form to the Sixth Form office (Star room) as soon as payment is made.

### Option 2 – Leavers Hoodie

We have organised the production of Personalised Leavers Hoodies. For students who are interested in purchasing this popular memento, the cost will be **£21**. Students can choose the size (XS to 5XL) and colour of their leaver's hoodie via this link: <https://forms.office.com/e/Puh4GiSQVt>

Please choose a colour from those listed below. Text will be printed on the hoodie in white. \*

Ash (Adult Sizes Only)	Heather Grey	Charcoal	Black	Navy	Purple	Royal	Sapphire	Sky Blue
Pink	Hot Pink	Red	Maroon	Orange	Yellow	Lime (Adult Sizes Only)	Kelly Green	Bottle Green

Colours are meant as a guide only.



STUDENT NAME ..... TUTOR .....

TO BE RETURNED TO **Star Room by Thursday 28<sup>rd</sup> March**

### **Option 3 - Leavers Yearbook**

The Yearbook Committee have organised the production of a Leavers Yearbook to celebrate the time students have spent together in the Sixth Form. Individual Yearbook photos will be taken during February in tutor time.

For students who are interested in purchasing a Yearbook, the cost will be **£17**. Further opportunity for students to submit content to the Yearbook will be sent to them via their Highcliffe email.

### **Payment options**

Students must pay in full for each item, however the deadline for payment is **over 8 weeks** so you can plan for this and make a purchase when you are able. The deadline is **Friday 8<sup>th</sup> March 2024**.

Payment for all items should be made using the schools on-line Wisepay facility (under “shop” then “books” for the hoodies and yearbook and “tickets” for the leavers event). Please make a note of your Wisepay receipt reference, as you will need to provide this on the attached slip/consent form if attending the leavers event. Receipts are generated automatically on WisePay and sent to the email address you supply when making the payment.

Yours sincerely,

Mrs Tubbs  
Head of Year 13





STUDENT NAME ..... TUTOR .....

TO BE RETURNED TO **Star Room** by **Thursday 28<sup>rd</sup> March**

PARENTAL CONSENT FORM (for children and young people under the age of 18)	
The purpose of this form is to obtain your consent for your child to take part in the proposed event.	
DATA PROTECTION	
Highcliffe School is a Data Controller for the purposes of the General Data Protection Regulation (2018). This Act regulates how we obtain, use and retain information about individuals. The information you supply is being collected for the purpose of gaining your consent. When you sign <u>or</u> complete this form, you are providing your consent to Highcliffe School holding your personal information for this purpose. This information is used only for the purposes for which it is given and is not passed on to a third party.	
DETAILS OF PROPOSED EVENT	
<b>Event:</b> Year 13 Leavers Event at the Cosy Club, Bournemouth on Monday 24 <sup>th</sup> June 2024	
<b>Additional information:</b>	
ACKNOWLEDGEMENT OF RISK	
This event poses additional risks to those encountered during a normal day. We have assessed those risks and believe that the planning undertaken and systems agreed to control and manage the risks have reduced the chance of harm to an acceptable level. To help with safety all participants are expected to behave in a responsible manner at all times during the event. They must take direction from any leader and follow all instructions or guidance given. Details of planning and risk assessment are available on request.	
STUDENT'S DETAILS	
<b>Full name:</b>	
<b>Home address:</b>	
MEDICAL / EMERGENCY CONTACT INFORMATION	
PRIMARY EMERGENCY CONTACT DETAILS	ALTERNATIVE EMERGENCY CONTACT DETAILS
<b>Surname:</b>	<b>Surname:</b>
<b>Forename:</b>	<b>Forename:</b>
<b>Home address (inc postcode):</b>	<b>Home address (inc postcode):</b>
<b>Home telephone number:</b>	<b>Home telephone number:</b>
<b>Mobile telephone number:</b>	<b>Mobile telephone number:</b>
<b>Relationship to student:</b>	<b>Relationship to student:</b>
<b>GP name:</b>	<b>GP surgery address (inc postcode):</b>



STUDENT NAME ..... TUTOR .....

TO BE RETURNED TO Star Room by Thursday 28<sup>rd</sup> March**STUDENT'S MEDICAL INFORMATION**Please provide detail of all medical conditions and illnesses and any treatments required to maintain health.  
This information helps us to keep your son/daughter safe

Asthma or bronchitis	YES / NO	Allergies to any known medication	YES / NO
Heart condition	YES / NO	Any other allergies, eg material, food, plasters	YES / NO
Fits, fainting or blackouts	YES / NO	Other illness or disability	YES / NO
Severe headaches	YES / NO	Travel sickness	YES / NO
Diabetes	YES / NO	Regular medication	YES / NO

If the answer to any of these questions is YES, please give details:

**TRIP PAYMENT**

All trip payments are to be made using the school's online Wisepay facility

I have paid using Wisepay and my reference number is ..... YES / NO

**CONSENT DECLARATION**

I have received full details of the event, am satisfied with the arrangements and give consent for my child to take part in the proposed event. YES / NO

I give consent for him / her to receive emergency medical treatment, including anaesthetic, as considered necessary by any medical doctor present, should the need arise. I have provided detail of all medical conditions and illnesses and any treatments required to maintain health. I give consent for the members of staff to act 'en loco parentis' for the duration of the trip. YES / NO

I give consent for my child to be photographed during the event and for these photographs to be used in school media. YES / NO

Any other information that may affect the safety of my child or any other persons and/or the organisation of the event has been provided to the organiser. YES / NO

**COVID-19 GUIDANCE**

In the event that your child begins to show symptoms of Covid-19 or tests positive for Covid-19 prior to the trip date or on the morning of the trip you must inform the school in line with our school policy and accept your child may not be able to attend the trip and may still be charged.

Please note that the venue you are travelling to may have their own policy regarding Covid-19 safety measures which your child will need to adhere to whilst on the school trip. The teacher will ensure that all students are aware of what these measures are before entering any venues.

**TRAVEL INSURANCE**If you have any medical concerns that may impact on your son/daughter's ability to travel, please refer to our medical/travel insurance guidelines on the following link <https://highcliffe.school/TravelInsurance>

Signature:

Print name:

Date: