

30th January 2024

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

Dear Parent /Guardian

As part of our Careers Education Advice and Guidance programme we endeavour to offer a wide range of opportunities and experiences that allow students to research pathways that are open to them after their sixth form studies. We work closely with employers as well as ensuring we have close links with Higher Education providers (Universities).

We are delighted to be working with BCP Council, The Southern Universities Network (SUN), The Careers and Enterprise Company (CEC) and Dorset Careers Hub to ensure our students gain a wide range of careers experiences and impartial careers advice. This year we are able to offer a visit to The Careers and Apprenticeship Show.

This event is being held on the **Thursday 14th March 2024 at the Bournemouth International Centre**. The show aims to be a one stop destination for careers and apprenticeships. This event returns for its third year, giving young people direct access to employers and an opportunity to explore career options. The show allows employers to showcase their exciting career and apprenticeship opportunities whilst at the same time ensuring students gain access to impartial career advice, learn how to apply for an apprenticeship and explore wider career options in a variety of sector areas.

Details of our visit to The Careers and Apprenticeship Show:

- Leave school at **11:20** via minibus
- Students will be at the event for 1½ hours. Students do not need to take a packed lunch with them to the venue as there will be time to eat their lunch after / before the event.
- There will be some refreshments stands at the show and if students wish they may bring a small amount of money to purchase a drink or a snack
- Return to school at **14:15**

For more information about The Careers and Apprenticeship Show please visit

www.careersandapprenticeshipshow.co.uk

We have a limited amount of spaces available, please return the below form to the Star room by Monday 19th February to secure your place. Please do contact me if you have any questions or concerns regarding this visit.

Yours faithfully



Mrs Wilson
Careers Adviser



STUDENT NAME TUTOR

TO BE RETURNED TO: Star Room

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	
Event: The Careers and Apprenticeship Show. 14 March 2024. Bournemouth International Centre	
Additional information:	
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	
Full name:	
Home address:	
MEDICAL / EMERGENCY CONTACT INFORMATION	
PRIMARY EMERGENCY CONTACT DETAILS	ALTERNATIVE EMERGENCY CONTACT DETAILS
Surname:	Surname:
Forename:	Forename:
Home address (inc postcode):	Home address (inc postcode):
Home telephone number:	Home telephone number:
Mobile telephone number:	Mobile telephone number:
Relationship to student:	Relationship to student:
GP name:	GP surgery address (inc postcode):



STUDENT NAME TUTOR

TO BE RETURNED TO: Star Room

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 child's ability to travel, please refer to our medical/travel insurance guidelines on the following link <https://highcliffe.school/l/TravellInsurance>

Signature:

Print name:

Date: