

Northfleet Technology College  
Colyer Road  
Northfleet  
Kent DA11 8BG

10 November 2017

Dear Parent

**A Christmas Carol, Gads Hill 15th December 2017**

Tel: 01474 533802  
Fax: 01474 536122  
Email: [office@ntc.kent.sch.uk](mailto:office@ntc.kent.sch.uk)  
Web: [www.ntc.kent.sch.uk](http://www.ntc.kent.sch.uk)

Head: Jane Partridge

Thank you for allowing your son to experience this production as part of his revision for his English exam. Unfortunately due to a technical error on the first letter that was sent with all the information on, the return slip was missing. As we will be taking your child offsite we require you to please sign and send back to below consent form. Along with this letter I have attached a NTC Trips and Visits Code of Conduct, this form is now required to be signed by all students and parents before they attend each trip.

Please feel free to contact me if you require any further information on email [harrisb@ntc.kent.sch.uk](mailto:harrisb@ntc.kent.sch.uk) or by phone 01474 533 802.

Yours Sincerely,



**Mrs B Harris**  
Trip Organiser

---

**Return Slip – Trip to a performance of ‘A Christmas Carol’, Gads Hill, Friday 15 December 2017**

Student Name: \_\_\_\_\_ Year Group & LC: \_\_\_\_\_

Should the necessity arise, I/We agree to the person in charge of the party giving consent on my/our behalf for an anaesthetic to be administered or for any other urgent medical treatment to be given.

Please give any details of Medical conditions, allergies or special dietary requirements below:

---

---

---

Parent Signature: \_\_\_\_\_

Parent Telephone number: \_\_\_\_\_

**(Please return to Mrs Harris in Zone 3)**

# NTC Trips and Visits Code of Conduct

This is in two sections – the first is a general code for all those on the trip regarding their behaviour throughout the day, the second is focusing on behaviour in and around the hotel/hostel. You will be expected to comply with all sections.

## SECTION ONE – General Code

Students will:

- Behave sensibly and responsibly at all times, showing respect and courtesy towards others, including the general public. Keep calm at all times and avoid confrontation or arguments
- Be helpful, co-operative and considerate to others, including the general public
- Follow the instructions of any teachers or tour guides etc. without delay or argument
- Take responsibility for their actions and do nothing to endanger themselves or others
- Ensure that your behaviour does not adversely affect another member of the group
- Report all accidents or damage to equipment or property to the group leader
- Not use inappropriate language
- Not take or use alcohol, tobacco or any other illegal or prohibited drugs
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell a teacher
- Not leave the group and go off on your own
- Not take part in any activity that hasn't been authorised by the group leader
- Not drop litter or do anything that might damage the environment

## SECTION TWO – Hotel/Hostel Conduct

Students will:

- Be considerate to other guests within the hotel/hostel
- Not behave in a way which may endanger themselves or others including in their rooms or on balconies
- Not run in the hotel/hostel or the hotel/hostel facilities for their own safety and the safety of the guests
- Follow all instructions regarding bedtime, out of bounds areas and any other instructions given to ensure the safety of everyone on the trip

All students should remember that while they are on the trip, they are representing the school and their country. They must therefore do nothing that will bring the school or themselves into disrepute.

**The school reserves the right to punish any student (including sending them home, if they do not comply with the *Code of Conduct*)**

**PARENTS WILL BE RESPONSIBLE FOR ANY COSTS INVOLVED IN TRANSPORTING THEIR CHILD HOME AND NO REFUND WILL BE GIVEN.**

Tear this off and hand it in to the trip leader.

### Parent/Guardian Declaration

I/We declare that my son/daughter (full name) \_\_\_\_\_ is, to the best of my knowledge, medically fit to participate on the trip and that all illnesses, allergies and medication has been declared and given to the First Aider.

I/We acknowledge that I/we have read the Information pack and agree to the terms of the Code of Conduct.

Parent/Guardian Name (please print)

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Student Declaration

As a participant on this trip I acknowledge that I have read the Information Pack and agree to abide by the Code of Conduct. I accept that sanctions will be imposed, if I breach the terms.

Student Name (please print)

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_