



25th January 2022

Dear Year 10 pupil,

During work experience week, 11th -15th July 2022, there is an opportunity for you to take part in an 'Active Leaders' course and gain the nationally recognised Active Leader Award. Past Langtree students were involved in developing and trialling the programme and found it a brilliant help with securing part time jobs, university places and full time employment. It is now available across the UK and recognised by organisations like Camp America, Active Oxfordshire, Activate Holiday Camps, Greggs Foundation, the FA. Here's what a former Langtree student said: "I recommend ANYONE and EVERYONE to do the Active Leader course and to turn up open-minded and enthusiastic. You never know what effect it may have on your professional future."

The 5-day Active Leader course will be held at Langtree School, working alongside Primary school pupils who you will be teaching. The dates are **11th - 15th July during school hours**. It is practical and there is no exam or test. Attached is a flyer which explains what the week involves. The course counts towards the Duke of Edinburgh awards programme and longer term it can be used to support your personal statements, volunteering, job applications - whatever you choose to do. If you'd like to find out more about the programme check out www.activeleaders.co.uk.

The cost of the course is **£124** for the week and includes an information manual, resource book and t-shirt. Everyone who completes the course will receive a certificate and information on follow-on work experience opportunities.

We need a minimum of 15 students for the course to run. If we reach the maximum of 20 attendees there will be a partial refund made as the cost will be reduced per student. If you would like to take part then please pay a non-refundable deposit of £34.00 by the **7th of February**. Please also complete the consent form, including entering contact details and any allergy/medical needs, via SCOPAY as detailed below.

The subsequent payments of £30.00 would be due by the following dates: 23rd March, 26th April and 26th May 2022.

Methods of payment and consent are as follows:

- Please pay by credit or debit card via the school website or the SCOPAY app. **You will also give consent for the trip here**
- To do this you should go to <http://langtreeschool.com> and click on the SCOPAY icon on the front page. If you don't have your pupil link code contact finance who can give you the code. Alternatively you can download the app from your app store once you have an account set up
- **You will be asked to give consent for your child to attend the trip on SCOPAY before you make the payment.** Please add in your emergency contact details for the day of the trip and any allergies/medical needs, in the comments / optional note text box

- Pupils entitled to FSM: If your child is entitled to Free School Meals and you would like a packed lunch provided for an off-site trip, please log in to SCOPAY to select the FSM lunch option button. If you are unable to login please contact the school to advise a packed lunch is required
- If you have any queries or difficulties with payment, please contact the finance office at: finance@langtreeschool.com

If at this stage you need more time to assess the cost of the trip but would still like your child to be considered for a place, or if your child is eligible for Pupil Premium, then please contact the finance team by phoning the school or email finance@langtreeschool.com.

As you may well be aware, the school has a twitter account which we use to provide updates to parents of all residential trips out of school. Please follow us @head4094 to receive important news bulletins from the trip leaders via twitter. Updates will also be posted on the school website.

Registering your child on this trip represents a commitment that they will take part in this trip. Trips require extensive planning, organisation and careful costing based on the number of students participating. It is not therefore possible for students to withdraw from a trip having previously made a commitment to take part. All monies paid are on a non refundable basis as long as the trip goes ahead. The full balance of the trip must be paid prior to the trip taking place.

The school reserves the right to withdraw students from a trip when there are concerns about behaviour, attendance or attitude. The full balance of the trip must be paid prior to the course taking place. If booking a place on this course please take a moment with your child to go to our website and look at our [Code of Conduct](#) for trips and visits. Booking a place on this course implies agreement with this document.

All trips and visits involving students from Langtree School are always planned and risk assessed extremely carefully, in order to ensure the highest level of safety for our students as we possibly can.

Covid safety: If attending this course, we advise that your child completes a Lateral Flow test the night before the course begins. In addition, students are strongly recommended to wear masks when inside of a building.

I want to assure parents that we have reviewed all of our arrangements accordingly and that we will do everything in our control to ensure that all students participating on a course can do so with a sense of safety, confidence and enjoyment.

Yours sincerely

Lucy Phipps