

20 November 2025

Dear Parent/Carer,

### **GEOGRAPHY FIELD TRIP – STAFFORD TOWN CENTRE**

It is our aim at Chase Terrace Academy to enable all pupils to succeed and thrive. As part of the GCSE Geography qualification, we have arranged a visit to Stafford Town Centre for pupils to complete geographical and fieldwork skills on 16<sup>th</sup> December 2025. We will leave school via coach at 8:50am and will return at approximately 3pm.

This educational visit is an essential element of the GCSE course and it is important all pupils attend. Whilst school will be subsidising the cost of the visit, we are asking parents/carers for a voluntary contribution of £10 to contribute towards the cost of transport. Pupils eligible for pupil premium funding will be paid for by school.

**Payments should be made via MCAS as cash payments WILL NOT BE ACCEPTED** and will be returned. If you have any issues with MCAS please contact Mrs Heames-Read [l.heamesread@chaseterraceacademy.co.uk](mailto:l.heamesread@chaseterraceacademy.co.uk) who will be able to rectify this for you.

To secure your child's place, inform us of necessary information and provide consent, please complete the attached form and return to Mr M Ray, Head of Geography by **8<sup>th</sup> December**.

Participants attending this visit will need to have a record of good behaviour and attendance and demonstrate that they can obey safety and other rules. Anyone whose behaviour becomes unacceptable after the trip has been booked may be excluded or required to return home early and any expenses incurred, which cannot be recovered, will be the responsibility of parents/carers.

All educational visits are covered by the school's insurance. Your child will be expected to be responsible enough to wear any seatbelt provided until informed that it may be released. **Full school uniform will also be required for the duration on the fieldtrip**

If you should have any questions related to this event, please contact Mr M Ray, Head of Geography via email [m.ray@chaseterraceacademy.co.uk](mailto:m.ray@chaseterraceacademy.co.uk).

Yours faithfully

**Mr M Ray**  
**Trip Leader**

## PARENTAL CONSENT

Forms should be returned to **Mr Ray** by no later than **8<sup>th</sup> December**.

**Trip:** Stafford Town Centre

**Date:** Friday 8<sup>th</sup> December

I wish to confirm a place for my child .....  
tutor Group ..... to take part in the Stafford Town Centre trip.

**Medical/dietary details** - My child has the following medical or dietary needs

.....  
.....

**1. Insurance.** I understand all bona fide educational visits by Chase Terrace Academy are covered by Risk Protection Insurance, as are all in-school activities. This visit is considered to have only normal every day risks and no further insurance has been provided.

**2. Transport.** I understand the transport arrangements for this visit and my child understands the need to wear a seatbelt.

**3. Financial.** I understand cost of the trip detailed in the letter and that a voluntary contribution of £10 will need to be paid via "MCAS" by **8<sup>th</sup> December**.

**I agree to my child attending the event detailed above**

Name: .....

Signed: .....

(Person with Parental Responsibility)

Date.....

**Photographs/Social Media.** I give consent for photographs and film to be taken and used in school or education service promotional information, school website, Facebook and Twitter.

Yes                      No      (please circle)

**Name of emergency contact during visit:**.....

**Telephone number of emergency contact:** .....

Please return this slip by **8<sup>th</sup> December**