

## First World War Centenary Battlefields Tour

---

September 2015

Dear Parent

Your child has been selected to take part in the First World War Centenary Battlefield Tours Programme. This is a joint Government initiative between the Department for Education and the Department for Communities and Local Government to deepen understanding about the First World War, uncover personal connections and create an enduring legacy.

The tour will be travelling to the battlefields of the Ypres Salient (Belgium) and The Somme (France) on a 3 night/4 day tour commencing 4<sup>th</sup> October 2015. An outline of the tour itinerary is included in the enclosed documentation, along with some answers to Frequently Asked Questions.

The Government has chosen Equity, a leading school tour provider with over 80 years' experience, to manage the 4 day/3 night tour. Equity is accredited by 'Learning Outside the Classroom' and the School Travel Forum; both organisations which support excellence in the planning and delivery of highly successful educational trips. Equity is also financially protected by ABTA and ATOL. The tour is underpinned by leading educational content provided by the Institute of Education, part of the University of London.

The purpose of this letter is to give you some information on the Programme and ask for your consent for your child to take part.

### Programme Background

Two pupils and one teacher from your child's school have been chosen to accompany at least 15 other schools on a 4 day/3 night tour of the museums and battlefields of the First World War on the aforementioned date. This involves overseas travel via coach and Eurotunnel. It is therefore imperative your child has:

- Full and valid passport
- EHIC card – more details can be found at <http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx>
- Travel Insurance -This is provided by the school.
- When you agree to your child taking part you are agreeing that their personal First World War related story, schoolwork, audio or audio-visual recordings and still images featuring them, may appear on the First World War Centenary



Battlefield Tours Programme and Equity websites and possibly used for publicity purposes on radio, TV, online or in print too.

## **Terms of your child's involvement**

The terms and conditions for your child's involvement are set out within the booking form which is part of this letter. Your child will not be able to participate unless this form has been signed and returned to school.

We trust that you will give consent for your child to take part by completing the attached form and returning it by Monday 14<sup>th</sup> September. If you have any questions or concerns you would like answering please do not hesitate to contact the school.

Thank you for agreeing for your child to take part in the First World War Centenary Battlefield Tours Programme. We hope it will benefit your child by developing their own personal connection with the First World War and keep the memory alive.

Should you have any further questions do not hesitate to contact me.

Yours sincerely

Mrs A Allsopp  
Trip Organiser

## Parent/Guardian Consent and Booking Form First World War Centenary Battlefield Tours Programme

To be kept on file by school – do not return to Equity / Institute of Education

PLEASE COMPLETE & SIGN BELOW

*\*Delete as applicable*

### A. Pupil Details

Pupil First Name:

Pupil Surname:

Gender: Male / Female\*

Date of birth (dd/mm/yyyy):

Dietary requirement: Vegetarian / Vegan / Gluten Free / Dairy Free / No Nuts\*

Other, please detail:

Medical Information:

### B. Equal Opportunities Monitoring *(Please note it is not mandatory to complete this section, but it will help us to monitor the uptake)*

Ethnic Background of Pupil:

White British / White Irish / Other White Background

Caribbean / African / Other Black Background

Indian / Pakistani / Bangladeshi / Other Asian background

White and Black Caribbean / White and Black African / White and Asian / Other

Mixed Chinese / Other Ethnic Background\*

Is the pupil eligible to receive free school meals? Yes / No\*

### C. Parent / Guardian Declarations

On behalf of the Pupil and on my own behalf, I give my consent to the Pupil taking part in the First World War Centenary Education Programme (**Programme**) and hereby:

- agree to STG Travel Ltd (trading as Equity, registered in England and Wales with company number 02598164 and having its registered office at 1 Jubilee Street, Brighton, East Sussex BN1 1GE) (**Equity**) photographing and/or making video or audio recordings of the Pupil whilst participating in activities related to the Programme;
- give permission to Equity to pass the Pupil's name, Pupil's age, my name and contact details and copies of any such photographs and/or recordings to Equity's partners in the Programme and Equity's associated companies, namely the Department for Education, Department for Communities and Local Government, Institute of Education, Kingswood Learning and Leisure Group Limited (company number 03476432) and Inspiring Learning Limited (company number 06323699)

(Organisations) and permit Equity and the Organisations to use, any material in the photographs and/or recordings where the copyright or any other rights are owned by the Pupil and waive all the Pupil's moral rights and performers' rights (if any) in the photographs and recordings;

- confirm that Equity and the Organisations shall be entitled to use the Pupil's name, Pupil's age and the photographs and/or recordings made of the Pupil, in their original format or edited, adapted or altered, for the purposes of Equity's and the Organisation's internal and external promotional and publicity materials, advertising materials and for any programmes, publications, websites, electronic publications and social media services worldwide;
- agree that Equity and the Organisations shall be entitled to pass the photographs and/or recordings of the Pupil, the Pupil's name, the Pupil's age and my name and contact details, to external press and media agencies, publishers and broadcasters, and to partners and other third parties with which Equity or the Organisations work, anywhere in the world, for the purposes set out above; and
- agree that Equity and the Organisations may store copies of the photographs and/or recordings of the Pupil together with the Pupil's name, the Pupil's age and my name and contact details on their respective databases and may transfer or store the same to a destination outside the European Economic Area for the purposes set out above.

Your Rights: Equity and the Organisations are each the Data Controller of the Pupil's name, the Pupil's age, your name and contact details and the photographs and/or recordings of the Pupil. Under the UK Data Protection Act 1998 you have the right to ask for a copy of the information each Data Controller holds on you and, the Pupil (until the Pupil attains the age of 18 at which time the right in respect of the Pupil's information will pass to the Pupil) for which the Data Controller may charge a fee, and the right to ask the Data Controller to correct any inaccurate information. For more details please contact us at: [ww1questions@inspiring-learning.com](mailto:ww1questions@inspiring-learning.com).

Signed Parent: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_