



*Broadclyst Community Primary School
A Cornerstone Digital Academy*

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20th April 2018

RE: Year 5 Heatree Activity Centre Residential – Final Arrangements

Dear Parents,

The departure and arrival times for the Heatree residential are as follows:

- **Wednesday 2nd May** **Please be at school at 7:45am for an 8.15am departure**
- **Friday 4th May** **Arrive back at school at 5:30pm**

Please use the village car park to drop off and collect your children on Wednesday and Friday. The school car park will be needed for the coaches and school minibuses and, as such, there will not be space for all the children to be dropped off or collected in the front car park. I apologise for any inconvenience this may cause.

Your child's main luggage will need to go into the coach's baggage hold and remain there until we arrive at the centre, which may not be until the afternoon. Therefore, your child will need to have a small bag or rucksack which they will carry with them containing items needed for the first day:

- Wellington boots in a plastic bag (not to be placed in the hold)
- Packed lunch in a packed lunch box (the lunch boxes will be re-used each day)
- Re-sealable drinks bottle
- Plastic bag to sit on during lunch
- Lightweight waterproof coat and trousers
- Sun hat and sun cream

Any medication required, including inhalers and the accompanying medical forms, need to be in a clear bag labelled and handed to a member of staff before departure for safe keeping. You must complete the attached 'Administration of Medicines' forms and hand to the member of staff along with the medicines, to give us your consent to administer any required medication and to notified us what, if any, medicines you have given your child during the 24 hours prior to their departure.

May we remind you that you will need to provide a duvet cover and pillowcase.

Yours sincerely,

Jonathan Bishop
Headteacher