

24th May 2019

RE: Year 6 Heatree Activity Centre Residential, 10th – 14th June

Dear Parents,

I am writing with final arrangements for the Year 6 residential at Heatree Activity Centre, 10th – 14th June.

The full payment of £290 is now due. Please could you ensure that any outstanding balances are paid immediately via WisePay.

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

Monday 10th June: Please be at school at the normal time. We will be departing at approximately 10.30am.

Friday 14th June: We will be arriving back at school at 2.30pm. Parents are welcome to collect children from 3.00pm.

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

On the Monday your child will need to bring a **packed lunch**. If your child is in receipt of free school meals please could you complete the online form we will send later to let us know whether you would like the school to provide your child with a packed lunch.

Please find attached a kit list to help you pack for the week. The children will need to bring their own pillowcase and duvet cover. Also, please note that there are a few wet activities so plenty of changes of clothes will be needed.

There are two telephone numbers for Heatree House, an emergency number for the office during working hours and the payphone:

Heatree House:	01647 221307 (emergency use only during office hours)
Payphone:	01647 221308 (to return a call from your child)
School:	01392 461288

If you need to get hold of someone in an *emergency* please call the school during the day and, out of hours, you can call me on 07720 465645.

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.

'Administration of Medicines' forms are attached for you to complete. You must complete a form to give us your consent to administer any required medication and we will also need to ensure that you complete the second form to notify us what medicines you have given your child over the previous 24 hours.

If you have any questions, please contact the school. I do hope that your child is looking forward to this trip.

Yours sincerely,



Jonathan Bishop
Executive Headteacher