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Headteacher: Mr Iain Horner

13th September 2019

RE: Woodlands October 2019

Dear Parents,

Just a final few pieces of information about the arrangements for Woodlands. You will also find attached a 'kit list', but please check if you are unsure of any requirements.

Timings and Coach Travel:

We will be leaving school at 8.30am on the Monday, so children should be at school for 8.15am at the earliest! We will be leaving Woodlands on Friday afternoon at approximately 3.00pm and aim to be back at school at approximately 6.30pm. Should there be any delays on the way home, we will endeavour to contact you via e-mail.

We would also suggest that the children, at your discretion, bring a 'Boredom Bag' for the coach journey. This could contain puzzle books, magazines, iPods/music players or hand-held computer games. If your child does bring an iPod or handheld computer game, it will be their responsibility, at their own risk and must be clearly labelled. It will be collected by staff on arrival at Woodlands, stored securely and returned to the children for the journey back. Please ensure it is fully charged to avoid disappointment, as there will be no opportunity to recharge items at the centre. Children should not bring mobile phones or cameras.

Children may bring a water bottle with them for the journey, but do not require any food as they will eat a sizeable lunch on arrival at the centre. We also ask for your support to ensure that children do not bring other food, including snacks or sweets, as there will be plenty of food provided at mealtimes. Any food in rooms or bags will be confiscated and returned at the end of the week.

Pocket Money:

The children will be given the opportunity to buy souvenirs such as: mugs, teddies and stationary at the Woodlands Shop up to the value of £5. Children will also be given the opportunity to purchase a USB Stick of photographs taken throughout the

week. This costs £4.00. If your child would like to buy souvenirs and/or a CD, please can they bring their money (maximum of £9.00) into school in a labelled envelope before **Monday 14th October**. This will allow monies to be banked and recorded in advance of departure.

There will be no opportunities to spend money other than at the centre. All monies spent will be logged and refunds made back at school.

Writing Home:

During the week, children will have the opportunity to write a letter home and therefore will need to bring a stamped, self-addressed envelope. We would also ask you to provide a letter from home, that we can give to the children part way through the week. Although you will not have any direct contact with the children during the week, this is a nice reminder of a home. Please hand to the office in advance of the visit; this can be the week before or on the Monday morning of departure. We would ask all families to do this in order to avoid disappointment.

We also hope to provide e-mail/website updates from Woodlands throughout the week.

Medical:

If your child requires any medication during the week (including travel sickness and Asthma inhalers), please make sure you complete an 'Administering of Medication' form (which is available from the office) and return it, along with the medication, in a clearly labelled bag/container on the Monday morning of departure. Children should not carry any medication in their suitcases/bags.

Should you have any last minute concerns or questions, please come and see either of us.

Yours,

Miss Crockett and Mr Horner