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Headteacher: Mr Iain Horner

17<sup>th</sup> January 2024

## RE: Culmington Manor Residential 25<sup>th</sup> – 27<sup>th</sup> March 2024

Dear Parents and Carers,

Although March still feels a long way off, we wanted to write to you with some further information about our residential trip to Culmington Manor. We are planning to hold an information session for parents and pupils after school sometime in February (date to be confirmed), but for now we are able to tell you the following:

### **Staffing:**

Staffing for our trip will be led by Mrs Salter, Miss Crockett and Miss Hawtin, along with three other members of school staff. We will also have a team of instructors from Culmington Manor guiding us through our stay.

### **What To Bring:**

Please find the attached kit list and use this as a guide as to what to pack. It is always better to have too much than not enough, so please ensure that your child has plenty of spare clothing in case they get messy during activities! We recommend that you don't pack their 'best' clothes, so please include items that are older and that you don't mind getting a bit dirty. It is also helpful if your child packs their bag with you, so that they are aware of what they have and it will also be some practice for when they are packing for our return! A dirty washing bag (a bin liner will do!) will be very useful and we will encourage the children to keep their dirty washing and clean clothing separate. We cannot yet confirm the activities that we will be doing, however we will let you know if there are any additional items that are needed for specific activities.

**Please take account of the weather forecast nearer the time and send your child with weather-appropriate clothing, including sun hats/sun screen (you never know!). Even if we are lucky enough to have good weather, coats, hats and gloves will still be needed for evening activities, when the temperatures can drop considerably.**

Luggage is restricted to one case / large bag, plus one piece of hand luggage. Bedding is not included for our stay, so children will need to bring a freshly laundered sleeping bag and a pillow with a clean pillowcase. They will also need to bring towels along with their toiletries (yes, we are hoping to keep them as clean as possible!). Please also pack a 'comfort item' (such as a teddy), so that they have something familiar that will help the children make themselves feel 'at home'. A storybook for bedtime would also be a good idea. **Please DO NOT send any electrical items, such as cameras, mobile phones, tablets or games consoles.** Any such items are not permitted and will be taken away from the children if found. Please also be aware that we cannot guarantee the safety of any valuable items.

All items packed must be **clearly labelled** with your child's name. Bags and suitcases should also be labelled with 'Chesterton CE Primary' to make it easier for Culmington Manor staff to identify our belongings. The site will be hosting a number of different schools whilst we are there and, although we will have our own areas for sleeping and activities, if anything does go missing, there is more chance it will be returned to us if it is well labelled.

### **Timings and Coach Travel:**

We will be leaving school at approximately 10.30 am on Monday 25<sup>th</sup> March and returning to school at approximately 2.30 – 3pm on Wednesday 27<sup>th</sup> March. Children need to come to school at the usual time. Luggage can be dropped off in the hall, where it will stay until the coach is loaded.

On our outward journey, we will be stopping off for a picnic lunch and will be arriving at Culmington Manor at around 2.30pm. We will contact the school office to let them know of our safe arrival. Should there be any delays on the way home, we will endeavour to contact you via the school office and website.

### **Contact & Updates:**

We hope to provide e-mail/website updates from Culmington Manor throughout the visit. Please be aware that the days will be very busy and it won't be possible for us to send anything over to the website until late evening, once the children are all settled in bed. Please try not to worry if you don't see any updates until the following morning.

If we need to make contact with parents, we will do so via the school office. Equally, if you need to make contact with us in the event of an emergency, please contact the school office.

We will be taking plenty of photographs of our adventures to share with you once we return home.

### **Medication and dietary requirements:**

If your child has any **medical requirements**, or any dietary **requirements**, please indicate this to us using the attached form. We need these to be returned to the school office by the end of this week so please send your form back by **Friday 19<sup>th</sup> January**.

If your child requires any medication during the visit (including travel sickness and Asthma inhalers), please make sure that you complete the 'Administering of Medication' form (which will be given to you nearer the time of the trip, if appropriate) and return it. We will ask for any medication to be brought into school, in a clearly labelled bag/container on the Monday morning of departure. Children should not carry any medication in their bags.

### **Payment:**

Full payment for the trip will be due by 18<sup>th</sup> March 2024, but you can make smaller payments up until this date if you would prefer to spread the cost. Please let the school office know if this causes any problems, we will consider any issues on an individual basis.

Should you have any concerns or questions, or if there is anything that you would like to discuss, please contact us.

Yours sincerely,

Mrs Salter

