Dear Parents/Carers,

Not long now before we depart for Hindleap Warren – we are all very excited!

I hope you will find the following information helpful:

- Miss Churcho (Year Five teacher); Ms Greenwell (Year Five teacher); Mrs Brook, Mrs Richardson (teaching assistants) and Gary Cuming (Premises Assistant) are accompanying the forty-six children who are going on the trip.
- The children will need to be at school by **9.00am on Monday 21st October.** We will be leaving school at 9.30am. Please bring your child (ren) to the hall in the new building (via the front entrance). The children will wait in the hall until the coach arrives. We will return to school by 3.00pm on Friday 25th October. If we are much earlier, you will be informed by text and will be able to take your child (ren) home (as well as any siblings) but only if this is convenient for you.
- All children must register with Miss Churchouse on arrival.
- Please remember that the children are not allowed to bring any money, sweets, electronic games, ipods, ipads, radios, alarm clocks, torches or penknives. The children can bring board games, cards and Top Trumps to play in the evenings. Please encourage them to also bring a book or a magazine to read at night.
- All medication (including travel sickness pills for the return journey) should be handed to Mrs Brook on arrival at school. All medication must be in a clearly labelled envelope with the child’s name, name of medication, instructions for administration and dosage. **We cannot administer medication unless all of these details are given.** The children are not allowed to keep any medication in their room with the exception of inhalers. If your child suffers from travel sickness, please give them medication before the journey on Monday morning.
- The children do not need to bring any food or drink with them for the week. Please ensure that your child has eaten breakfast before we leave. Lunch at Hindleap Warren will be at 12.30pm. There is always plenty to eat! The children can bring a small bottle of water for the journey – please ensure this is labelled with their name.
- The children will be told who they will be sharing a room with, on arrival.
- We would encourage you to either send a letter to your child or pack one in their suitcase – always a lovely surprise for the children to read on arrival.
- Please ensure your child is involved in packing their suitcase (**no bigger than a medium-sized suitcase, please**) as they have to pack it when they leave! Also encourage your child to practise putting their duvet into a duvet cover as they will be expected to do this on arrival!
- **Please pack plenty of warm clothing;** it is likely to be cold, especially at the start and end of each day. The children must have a **waterproof, warm coat** – they will be spending most of the day outside, whatever the weather. Please also ensure that your child has a towel.
- You will have received an equipment list in September (via your child). If this has been mislaid, please ask the office for another copy. You do not need to supply any bedding.
- Parents/carers are requested not to phone the centre during the week unless it is an emergency. Ms Miss Churchouse or Ms Greenwell will contact you if there are any issues.
- **Children must wear a school sweatshirt for both the outward and return journeys.**

The staff accompanying the trip will be talking to the children tomorrow about their week away.

I am sure that we will all have a fantastic time. Thank you for your support in these matters.

Best wishes,

Miss Gambrill (Deputy Headteacher)