30th April 2019

Dear Parents,
A few last minute details and reminders before we go tomorrow,

1. **Kingswood Administering of Medicines** – This needs to be brought in on the day of departure only if medicines need to be administered. If no medication is needed to be administered during the 3 days then this form does not need to be returned. Please give the form along with all medicines to Mrs Dunkley in the hall on the morning of departure. Remember medicines need to be labelled with names and dosages clearly shown on both the administering form & medication. If you have lost the form then there will be spare ones available on the morning for you to complete.

2. **Children need to be at school at the normal time on Wednesday 1st May 8.55 a.m, NO EARLIER unless your son/daughter is attending breakfast club.** The hall will be available on arrival to deposit suitcases and rucksacks. Please bring all rucksacks/suitcases into the hall. We intend to leave at around **9.15 – 9.25 a.m.** Children do not need to wear uniform.

3. **Children may bring up to £10 as pocket money and preferably in £1 coins.** Please bring this in a named wallet, purse or money bag and hand in to Miss Eassom on arrival.

4. Remember to give your child a travel sickness tablet prior to leaving if your child suffers from travel sickness and please use the ‘**Kingswood – Administration of Medicines form**’ if a tablet needs to be given prior to the journey home on Friday. It would also be helpful if you could inform one of the members of staff that your child may suffer from travel sickness even if no medication is required.

5. Please ensure your child has a **packed lunch** in a throw away plastic bag (asda/tesco bag), and a **waterproof coat**. These 2 things will need to be taken onto the coach, not packed away in the suitcase.

6. Remind children, no mobile phones/ipads/expensive digital items. The children must take full responsibility for any loss or damage to items brought with them. A camera & water bottle are useful items, as previously discussed. Sweets are allowed in moderation. Please do not pack chewing gum.

7. **We should be back at school at around 4.30p.m on Friday 3rd May** but traffic on Friday cannot be predicted. The school will text you around 2.30-3p.m on the day to let you know the approx time we are due back. Please ensure Mrs Walsh/Mrs Richards has your contact number, particularly if your number has changed recently. Mr Tuckwell will also post onto our Twitter site how we are progressing so do sign up and check this. Alternatively you can also check the twitter feed on the school website without signing up to twitter, as all tweets can be seen on our website [www.fairfieldcpschool.co.uk](http://www.fairfieldcpschool.co.uk)

8. **If you need to contact the school party in an emergency, you can either contact Mrs Richards/Mrs Walsh at school who will liaise directly with Mr Tuckwell/Miss Eassom, or you can phone the Kingswood Centre – number obtainable from the Kingswood website.**

We look forward to a FANTASTIC 3 day adventure and hopefully fine weather. The forecast is suggesting possible light rain showers on Thursday. Expect some very tired children & staff on the return as it is pretty full on! Remember to collect medication from Mrs Dunkley before leaving Friday and check with the Year 4 team next week if missing any items. We do a thorough check of all rooms before leaving and bag up any unclaimed items.

Yours faithfully,

The Year 4 staff and Mr Tuckwell