Dear Parents/Carers,

**Phasels Wood Trip transition day/s**

As I am sure you are all aware, several children’s transition days fall during the week of the residential trip. In order to make sure that this causes the least disruption possible to the week for all pupils, if your child is attending a transition day, they need to be collected at 8pm on the evening before and returned to Phasels Wood at 6pm on the day of their transition.

All drop offs/collections will take place at the main reception (this is signposted from both the front and back entrances to the site). All children will need to be signed out by the school adult supervising them at this time (either myself, Miss Eamus or Mr V) and signed back in on return to the site.

Due to the nature of the week and the need for adequate supervision of the pupils at all times on activities, pick-ups and drop-offs can only happen at these times. With this in mind, we need to ensure that we have an accurate register for all days on site as well as which pupils are being collected, when and by whom.

Please complete the slip below indicating which day/s your child has a transition to their new school and who will be collecting them from the site.

Yours Sincerely,

Miss Burgess
**Assistant Headteacher**

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**Phasels Wood Trip transition days - Please return this slip by FRIDAY 21st JUNE 2019**

My child ___________________ has a transition day/s on:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>Friday</td>
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<tr>
<td>Wednesday</td>
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</tbody>
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I confirm that my child will be collected at 8pm from Phasels Wood reception on ___________________ and will be returned at 6pm on ___________________.

My child will be collected by ___________________

Signed: ___________________ (Parent/Guardian)