



Richard Coates CE School

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Y6 Dukeshouse Wood Visit Final Details Letter

Dear Parent/Guardian

I am writing to remind you of the final details for our forthcoming visit to Dukeshouse Wood in June.

As the visit is now less than two months away can I please remind you that all outstanding payments should be made by 31 May 2018 as outlined in my previous letter. If you are following our suggested payment plan you have two payments to make by 31 May 2018. I would appreciate it if you could make the necessary payments online using our School Gateway system by 31 May 2018. Alternatively, if you prefer you can send payments into school in a sealed envelope with your child's name and form class written on it. All cheques should be made payable to Richard Coates CE School. You will appreciate that school has already had to pay the centre in full for this visit.

Please note that your child's place on this trip will be at risk if full payment is not received.

Should you have any queries/problems regarding your payments please do not hesitate to contact David Anderson, School Business Manager immediately by telephone or email at David.Anderson@richard-coates.uk.

The arrangements for the trip are as follows:

Departure and Return

Children should arrive at school on **Monday 18th June** at normal time. Children should be able to carry their own bags to and from the bus. A lift may be essential on these days, please car share as much as possible to ease congestion on Thornhill Road. We are scheduled to depart Dukeshouse Wood **Wednesday 20th June** at approximately **1pm** therefore we will be back in time for the end of the school day. We will arrive back at school at around **2pm** and **pupils may be collected from school upon our return.**

Contact Forms

A paper copy of an emergency contact form, medical information sheet and photography consent form will be given to your child in the coming weeks. Please complete this fully and return your child's tutor no later than **Thursday 7th June**. It is important that you state fully any medical or dietary requirements your child may have. Please ensure that two different contact names and numbers are listed in case of an emergency. We will send reminders closer to the time.

Photograph Consent

Dukeshouse Wood have asked for a photograph consent form to be completed and returned. This is in case any images that they take are used in promotional material. This is attached with the contact form and should be returned to you child's tutor.

Activities

The Dukeshouse Wood website (www.kingswood.co.uk) is the best source of information regarding the activities on offer. Further information about the programme of activities available will be discussed at our **Dukeshouse Wood Information Evening on Tuesday 22nd May**; this will take place in the school hall at **5.30pm**. Members of staff will be available on this evening to discuss any queries you may have.

Groups and Dormitories.

We will discuss with the children which activity group they will be in and who their group leader will be. We will also be allocating dormitories with the pupils. This will be finalised nearer the time.

Contacting Dukeshouse Wood

In the case of an emergency, please contact school directly. The number of Dukeshouse Wood is 01603 859307 and should only be used as a last resort. Please ask to speak to Miss Kate Balmforth.

Packing List

There is a list of suggested things to pack attached to this letter. There is no need to go out and buy anything new as the children will need 'old' clothes which can get muddy! As in school, please make sure all items are labelled with your child's name and Richard Coates Middle School.

PLEASE NOTE: MOBILES, MP3s or any other electronic devices ARE NOT ALLOWED.

Medication

Medication will be held by your child's group leader for the duration of the visit. Children should give their medication to their **form teacher** upon arrival at school on **Monday 18th June**.

Please make sure it is clearly labelled with:

- Your child's name
- Their **CLASS and School**
- Dosage and instructions on how it should be administered

Please don't pack inhalers in your child's overnight bags as children need to keep these on them at all times. Please also make sure that if your child suffers from travel sickness, they bring tablets with them on the morning of their departure.

Spending Money

There is a small shop at Dukeshouse Wood, which the children may wish to purchase items from. We suggest a limit of no more than £10.00 (less if you see fit). It is a good idea to supply this in change.

If you have any further questions, please do not hesitate to contact me at school.

Many Thanks

Miss K Balmforth (Head of Year 6)

Suggested Clothing List - Dukehouse Wood

There is no need to go out and buy anything special for the visit, old comfortable clothes which you don't mind getting dirty are best!

Although we will pray for summer weather, it is best to pack clothes which can be layered up to make sure the children are warm enough!

- T-shirts
- Sweatshirts / (long sleeved) tops
- Trousers (Jogging bottoms or canvas style trousers are best, Jeans can become heavy if it rains).
- Underwear and Socks
- Trainers
- Outdoor walking shoes or boots.
- Towel
- Waterproof Coat
- Waterproof Trousers (not essential)
- Sun hat and Sun Cream (We can hope!)
- Nightwear/Pyjamas
- Toiletry Bag, including toothbrush, toothpaste, shower gel, shampoo, hairbrush etc.
- Money for the Shop.
- Water bottle (named)
- Books, playing cards and other quiet activities.