



Trust in God and give of your best

All Saints Carshalton Church of England Primary School

Rotherfield Road, Carshalton, Surrey SM5 3DW Tel: 020 8401 0075
www.allsaintscarshalton.sutton.sch.uk office@allsaintscarshalton.sutton.sch.uk
Headteacher: Mrs E Hart Dyke



High Ashurst - 15-17 November

Dear Parents of

As High Ashurst is fast approaching please find attached a booklet with all the information you will require.

Within the booklet you will find the departure and return times, itinerary and details for you to complete confirming your child's personal details.

Please use the kit list on page 4 to ensure that your child has all the right equipment. Can we encourage you to pack the bag with your child so that they are aware of what is inside and where to find everything.

I am sure the children will have a fantastic experience. Thank you for all your support and encouragement during the planning of this trip. We are always striving to improve communication and how we deliver the curriculum. If you have any comments or suggestions please contact me at:

amusson2@suttonmail.org

Should you have any questions please do not hesitate to ask.

Yours sincerely

Mr Musson
Key Stage 2 Leader/Yr5 Teacher

High Ashurst 2017

Within this booklet you find all the information you need for the Year 5's visit to High Ashurst. Please read the documents enclosed carefully:

Page 3.

Personal information form:

You will need to check the information printed on the sheet, making any amendments where necessary. You will see that the medical and dietary information is stated. If there are any changes to medication or additional medication (that your child takes in the morning or evenings) you will need to complete a healthcare plan. This can be found on the school website or is available from the school office. Please make sure that you fill the additional forms out well ahead of the trip. Completed medical forms should be returned to the office no later than **Wednesday 8 November**. Obviously we will make exceptions where antibiotics are prescribed by the doctor. Please note that, as set out in the schools policy, we are unable to administer any medication that isn't prescribed by the doctor. All medication needs to be labelled with the prescriber's label.

In order to reduce the number of medicines/remedies taken to High Ashurst, the school will provide Calpol, Sting Relief and Antiseptic Cream. Your signature gives the teachers authorisation to administer medication. The school should already be aware of any allergies to medication, but if you think we have not been informed you will need to complete a medical form.

We have requested the date of your child's last Tetanus vaccination. No child will be able to attend without this information. If you are unaware of the last date of vaccination please contact your GP.

Page 4.

Kit List

Here you will find all the necessary clothing that your child will need for their residential.

Page 5.

The Itinerary

We have detailed here the information of what we have planned each day.

Page 6.

Behaviour Code

Mrs Hart Dyke has issued our code of behaviour for residential trips.



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Year 5 Residential visit to High Ashurst 15-17 November 2017
PERSONAL INFORMATION FORM

| | |
|---|-------------|
| PUPIL DETAILS | |
| Name: | DOB: |
| PARENT DETAILS | |
| Name: | Address: |
| Home No: | Mobile Nos: |
| Any alternative number (should the numbers above be unavailable): | |

| | |
|--|----------|
| DOCTOR DETAILS | |
| Name of Practice: | Address: |
| Telephone No: | |
| MEDICAL | |
| Should your child already have a condition that we are aware of in school it is detailed below. A Healthcare Plan will need to be completed if your child has a condition that we are not aware of or if medication needs to be administered (separate to what we would usually cover in school). | |
| Condition Summary & Notes: | |
| Dietary Requirements: | |

The school will provide the following - **Calpol Syrup (6+), Sting Relief and Antiseptic Cream**. By signing the below you are giving permission for Mr Marston/Mr Musson/Miss Glackin/Mrs Ewing/Mrs Mackey/ Mrs Berry to administer these to your child if necessary.

Date of your child's last Tetanus vaccination:.....

DECLARATION:

- I have received full details of the above school visit.
- I have/have not taken out additional insurance cover for this visit.
- I undertake to let the party leader know if my son/daughter is in contact with any contagious/infectious illness during the four weeks preceding the visit.
- I understand the school's code of conduct and understand that I may be asked to pay for or contribute towards, the cost of any damage that my son/daughter may cause through disobedience or wilful behaviour.
- I give permission for Mr Marston to sign on my behalf as parent, in the event of emergency treatment being required.

Signed:.....**Parent/Guardian**

Name of parent/guardian (in block capitals):.....

High Ashurst 2017

Kit List

A single holdall/suitcase clearly named containing:

| Essential | | Desirable but not Essential |
|---------------------------|--|--|
| Jeans or tough trousers | 2 pairs of old trainers | Teddy Bear |
| Fleeces/sweatshirts | Boots or walking shoes | Reading Book |
| Underwear | Pyjamas | Uno/Top Trumps/Pack of Cards |
| T-shirts | Soap/toothbrush, toothpaste/shampoo | Do Not Bring |
| Hat and Gloves | Towel | Electronic devises, including phones and cameras |
| Raincoat | Slippers (no novelty slippers) | Snacks/sweets |
| Torch and spare batteries | Socks | Money |
| Water bottle | A named black sack for dirty clothing | |

Please ensure that all clothing is labeled.

NB: Due to the nature of the activities old and comfortable clothes will be more suitable than brand new designer labels!

CHILDREN ARE NOT ALLOWED TO TAKE ANY KIND OF DIGITAL DEVICES ON THE TRIP.

Food

Breakfast consists of a choice of hot and cold options, cereals, pastries, egg, bacon etc.

For lunch, each child will be given a packed lunch, consisting of a sandwich, crisps and fruit.

Evening Meal consists of a hot buffet with a variety of options that change each evening.

All children are given the option of hot chocolate or hot milk before bedtime.

All the dietary and requirements and allergies that you have made us aware of will be catered for.

Evening activities

Wednesday - quiz

Thursday - night walk and campfire with marshmallows (optional)

High Ashurst 2017

The Itinerary

Wednesday - 15 Nov

| | |
|-------|--|
| 10:00 | Depart |
| 11:00 | Transfer to minibus and arrive at High Ashurst |
| 12:00 | Lunch and games |
| 14:00 | Team building activities |
| 16:00 | Settling in and free time |
| 18:00 | Dinner |
| 19:00 | Evening activity - Quiz |

Thursday - 16 Nov

| | |
|-------|--|
| 8:00 | Breakfast and getting ready |
| 9:00 | Morning briefing |
| 9:30 | Activity 1 |
| 12:30 | Lunch |
| 14:00 | Activity 2 |
| 17:00 | Free time |
| 18:00 | Dinner |
| 19:00 | Evening activity - Night Walk and campfire (marshmallows optional) |

Friday - 17 Nov

| | |
|-------|-----------------------|
| 8:00 | Breakfast |
| 9:00 | Briefing & pack up |
| 9:30 | Activity - High ropes |
| 12:00 | Lunch |
| 12:45 | Final assembly |
| 13:30 | Depart |
| 15:00 | Arrive at School |

- Please drop off your child at the normal school time on Wednesday 15 November. We would like the children to take their bags directly to the outside entrance of the Year 5 Ash Classroom (please use the main entrance on Talbot Road) then the children can proceed to their classrooms as normal. The coach will be departing from the front gate at approximately 10.00am.
- We expect to return at 3.00pm on Friday 17 November, arriving at the main entrance of the school. We will advise you if there are any changes to our travel plans via a text on GroupCall.
- Everyone will need a packed lunch and drink (water) in a plastic container for Wednesday. Please label the drinks bottle, which needs to be reusable, as it will be used every day.



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Behaviour Code for the Year 5 Visit to High Ashurst

During their stay at High Ashurst, all children will be expected to follow our code of behaviour.

For most of the time, the children will be under adult supervision. There will, however, be times during a 24-hour day when the children will not be under direct supervision. These are outlined below:

- When the children are asleep in their own rooms/dormitories it is not possible, or desirable, for an adult to be in each room/dormitory during the night, although members of staff will be available and on the premises. The children will know where to find them. The children will be expected to stay in their own rooms/dormitories all night, from lights out until they are told to get up in the morning. All rooms have ensuite facilities.
- Certain small amounts of free time will be given during the stay. We believe that this is an important part of the school journey as it is teaching the children to be self-reliant and responsible. The children will be given a code of behaviour for this free time. If they listen and obey, they will remain safe. They are expected to respect their own and others' property at all times.

The code of behaviour the children will be expected to follow is outlined below:

- Children will be expected to stay within the site boundaries at all times. These boundaries will be shown to the children on arrival.
- Children should stay in their own rooms/dormitories at night.
- When children are working in groups, either on or off site, they will be expected to stay with the adult in charge of their group. They should listen and obey all instructions.
- When the children are out walking they will be expected to listen and follow all instructions. They should walk only where they are told to.

Your child will stay safe provided they listen and follow instructions. If a child consistently disobeys, endangering themselves and others, you will be telephoned and asked to come and take them home. In such cases the cost of the journey will be borne by you.

Mrs E Hart Dyke
Headteacher

October 2017