

22<sup>nd</sup> November 2016

Dear Parent/Carer

### 2016 Standon Bowers – Final Details

I am writing with less than a week until our departure with several important reminders.

On Monday 5<sup>th</sup> December, all participants must be at school for **8:30am**. Upon arrival at school, pupils should leave their bag in the studio area. The coach to Standon Bowers will depart at 9:30am.

Please ensure that pupils are able to carry their own bags and suit cases and that you have referred to the kit list provided when packing.

Only a small amount of spending money is required. We recommend that pupils bring no more than £5 in change. This can be used to purchase souvenirs and snack items from the centre shop.

**Mobile phones**, electronic games, iPODS, tablet computers and e readers are not permitted.

Any medication that is required for the week must be fully explained on the medical form. Medication must be labelled with the pupils name and packed in their case. On arrival at the centre pupils should hand their medication to school staff for safe keeping. Staff will supervise the administration of medication throughout the week. At the end of the week pupils will repack medication in their bags for the journey home. Please inform school in writing if any medication or condition changes between completing the medical form and the departure of the trip.

On Friday 9<sup>th</sup> December we are expected to be back at school at approximately 2:45pm. You may collect your son/daughter at this time. Please note that due to the senior citizens party being held in school there will be no access to the school car park.

If you need to contact me for any reason prior to departure please phone the school office or email me at [office@codsall-middle.staffs.sch.uk](mailto:office@codsall-middle.staffs.sch.uk)

Yours sincerely

**Miss R Denne**