

18th September 2017

Dear Parent/Carer,

2017 Boreatton Park – Final Details

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

On Monday 2nd October, all pupils must be at school for **8:30am**. Upon arrival at school pupils should leave their bag in the studio area. The coach to Boreatton Park will depart at 9:00am.

Please ensure that pupils are able to **repack and carry their bags and suit cases** and that you have referred to the kit list 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 have been fully explained on the medical form. Medication must be labelled with the pupil's 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. Any inhalers must be kept on the pupils at all times. Please inform school in writing if any medication or condition changes between completing the medical form and the departure of the trip.

On Friday 6th October we are expected to be back at school at approximately 2:45pm. You may collect your son/daughter at this time, however can we request that parents do not park on our school car park due to lack of space especially with the end of the school day approaching.

Please be aware that pupils will not be able to contact you during the week however should there be a concern, I will phone to discuss. We will send a parent text on arrival, mid-week and on departure and we also hope to upload photos onto the school website, but please be patient whilst waiting for these.

If you need to contact me for any reason prior to departure please phone the school office or email to office@codsall-middle.staffs.sch.uk

Yours sincerely,

Miss R Denne

