

30<sup>th</sup> April 2019

Dear Parent / Carer,

With only a short time until we go to Laches Wood, here are some important pieces of information regarding the trip.

- We are departing from school at approximately **9.15am on Monday 13<sup>th</sup> May**. Pupils will need to be in school at the normal time
- We are aiming to arrive back at **3.00pm on Friday 17<sup>th</sup> May**. This is dependent on traffic and you will be kept informed by text of any changes. You may pick up your child at this time. To keep all pupils safe, **please do not use the school car park**.
- Your children will need to bring all their luggage into school with them. It is essential that they are able to carry their own bag comfortably.
- Kit lists and medical forms have been distributed. All medication is to be packed in your child's bag with a label with instructions for its administration. On arrival at the centre they 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.
- Any handheld devices (iPads, iPods, e-readers, smart watches and mobile phones) are not permitted on the trip. Any child found with a device will have it confiscated and an adult will have to collect it on the Friday.
- In the case of an emergency, all parents/carers please direct calls to the school office who will then contact the trip leader and vice versa.
- The children will be doing a range of activities that they will be both challenging and fun. However, especially as the activities are adventurous and specialist in nature, it is essential that pupils listen to all instructions from staff carefully. The same behaviour expectations apply on the trip as in school. Pupils are expected to be polite, courteous and follow the instructions of both the centre staff and school staff. This is to ensure they are safe and have the best time possible. If a child repeatedly does not conform to safe behaviour expectations they can be expected to lose privileges such as free time and further repeated unsafe or inconsiderate behaviour could result in your child having to be collected from the trip.

Please do not hesitate to contact myself if needed through the school or at [office@codsall-middle.staffs.sch.uk](mailto:office@codsall-middle.staffs.sch.uk).

Yours Sincerely

**Ms B Smith**  
Trip Leader

