

22<sup>nd</sup> May 2019

Dear Parent/Carer,

I am writing with a little over a week before we leave on our trip to the Isle of Wight. I have set out below some important information about the trip and the schedule for the week.

Our departure time from school is 8.45 on Monday 3<sup>rd</sup> June. It is important that we leave on time due to our ferry timings. I would therefore like all children to be at school by 8.15 in the studio. This will ensure that we can get luggage loaded onto the coaches and make a timely departure. As the car park is very busy in the mornings could I please request that once you have dropped off your child, you follow the school's policy to leave the car park so that the school and trip coaches have access.

We then make our way to Portsmouth for our ferry crossing to Fishbourne and arriving at the PGL Little Canada centre mid-afternoon. The children will need to bring a packed lunch for our outward journey and we will have our evening meal at the centre.

We have a full week of activities both on and off site including The Needles, a visit to a beach and kayaking to name a few.

Our accommodation on site is in cabins with either 8 or 10 pupils per cabin. Bedding is provided so there is no need to send your child with extra bedding.

Children should bring clothing for each day suitable for the time of year. Some activities will require long sleeved tops and long trousers/leggings/tracksuit bottoms. Hair may need to be tied back also. Please ensure that your child has sufficient sun cream/insect repellent for the week and a coat if the weather goes cooler, personal toiletries, a towel and swimwear. As some of the activities are water based it is better if the children are not wearing their best clothes. (Please check the kit list sent previously).

As with all Codsall Middle School residential trips, mobile phones must not be taken. In an emergency the group can be contacted via the school office. We will use the school text messaging service to communicate our safe arrival at Little Canada.

Please check the school website/twitter during the week as we hope to send in photographs wherever possible. However please be patient with us as our first priority is to look after pupils and taking photos is an added bonus!



Medications should be packed in children's hand luggage clearly labelled with their name and dosage. Staff will supervise the administration of medication throughout the week. At the end of the week students will repack medication in their bags for the journey home.

Spending money should be kept to a minimum. Good behaviour is generally rewarded with a visit to the shop on site and, of course, there will be souvenirs available on our excursions. Children are free to carry their own pocket money but if you would like staff to look after it please put it in an envelope clearly labelled with the child's name and amount for each day.

Following a 2.00pm ferry crossing our estimated time of arrival back in Codsall is 7.30pm on Friday 7th June traffic permitting. In the event of any significant delay we will use the school text message system to provide updates. Children will have lunch at the centre on our last day but they will be allowed to buy snacks on the return journey.

Insurance for the trip is arranged with PGL and can be viewed at [www.pgl.co.uk/insurance](http://www.pgl.co.uk/insurance).

Yours sincerely,

**Mrs Karen Machin**

