



**Busbridge CE (Aided) Junior School**  
**Brighton Road**  
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12<sup>th</sup> September 2016

Dear Parents and Carers

**Re: Windmill Hill Residential Trip 26<sup>th</sup> to 30<sup>th</sup> September 2016 & Curriculum Information**

We are sure the children will be looking forward to their residential trip to Windmill Hill. Please find enclosed the following forms to be completed in preparation for the trip and returned by latest Monday 19<sup>th</sup> September:

- Personal and Medical Details
- Emergency telephone tree details

Please also find enclosed a kit list which is a guide to what your child needs to take on the trip. If you have any queries please do not hesitate to contact us.

We would like to remind you about the Curriculum Information Evening on Thursday 15<sup>th</sup> September at 6.00pm in class 6E. This will last about one hour and will give you important information about the new curriculum as well as the trip to Windmill Hill.

Yours sincerely

Mr D Evans and Mr T Pearne  
Class 6 Teachers



## PERSONAL AND MEDICAL DETAILS

Windmill Hill – 26th to 30th September 2016

PUPIL'S NAME..... Class.....

DATE OF BIRTH.....

PARENT'S NAME AND INITIALS.....

HOME ADDRESS.....

.....

.....

TELEPHONE NO:.....

EMERGENCY CONTACT NAME:..... TEL NO:.....

NAME & ADDRESS OF FAMILY DOCTOR:.....

.....

..... TELEPHONE NUMBER:.....

### FOOD ALLERGY

Please give details of any food that your child **CANNOT** eat:

.....

.....

Has your child had any of the following (*please circle appropriate answer*):

Asthma or Bronchitis	YES	NO
Heart condition	YES	NO
Fits, fainting or backouts	YES	NO
Severe headaches	YES	NO
Diabetes	YES	NO
Allergies to any known drugs or medication	YES	NO
Any other allergies, eg material, food, insect bites etc	YES	NO
Other illness or disability	YES	NO
Any recent contact with contagious diseases and infections	YES	NO

If the answer to any of the questions overleaf is YES, please give details:

.....

.....

*Continued over the page*

Has your child received vaccination against Tetanus? YES NO

Date if YES.....

Is your child receiving medical treatment of any kind from either your Family Doctor or Hospital?

YES \*

NO

Has your child been given specific medical advice to follow in an emergency?

YES \*

NO

\* If the answer to either of these questions is YES, please give details:

.....  
.....

## MEDICINES

***Any medicines that need to be taken during a school journey must be handed by the parent/carer to the member of staff in charge of medicines. The medicines should be in containers clearly labelled with the child's name, the type of medicine and the dosage instructions.***

1. Will your child need to be given any medication during this trip? If so, please indicate:

❖ Medication and reason for taking.....

❖ Dosage.....

❖ If your child uses an **Inhaler**, please indicate whether this should be kept (please tick)

During the day (a) with your child..... or (b) with the group leader.....

During the night (a) with your child..... or (b) with the group leader.....

❖ If your child uses an **Epipen**, please indicate whether this should be kept (please tick)

During the day (a) with your child..... or (b) with the group leader.....

During the night (a) with your child..... or (b) with the group leader.....

Please also give details of the allergy such as symptoms, severity and whether/when you have had to use an Epipen:

.....  
.....

2. I give my permission for the above to be administered by one of the group leaders and I will ensure that I explain the use and dosage of the medicine in advance of the trip.

3. I consent to any emergency medical treatment necessary during the course of the visit.

4. I consent / do not consent \* ( \* **delete as appropriate**) to my child being given a mild painkiller (paracetamol) if considered necessary by the party leader.

**ANY OTHER RELEVANT INFORMATION (please complete if appropriate):**

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed.

Signed.....Date.....  
Parent/Guardian



## Windmill Hill – 26<sup>th</sup> to 30<sup>th</sup> September 2016

Name.....Class.....

### Emergency telephone tree details

*(this will be used to inform you of any serious delays or unforeseen changes to travel details)*

If you wish to be included on the emergency telephone tree please complete the table below with 2 contact numbers, one for daytime and one for evening.

Please note that by completing this, your phone numbers will be available to all the parents in your child's class.

Contact Name	Daytime Number	Evening Number

If you do not wish to be included in the emergency tree please give here two contact names and numbers that will be available to our group leaders:

**Name:**.....**Daytime No:**.....

**Evening No:**.....

**Alternative Contact Name:**.....

**Daytime No:**.....**Evening No:**.....

Signed.....Date.....  
Parent/Guardian



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### **Windmill Hill 2016 kit list**

- Walking boots (optional)
- Trainers for general activities
- Footwear that can get wet for water activities (old trainers, rock shoes. Not flip flops, crocs open-toed sandals)
- Socks and underwear for every day plus 2 spare
- Shorts x3 (please make sure that they cover the thighs for activities that involve climbing and harnesses)
- Trousers/ track suit bottoms x3 (no jeans as they will not dry)
- T-shirts/ shirts x 7 (include long sleeved)
- Jumper/ sweatshirt x3
- Sun hat/ sun cream
- Raincoat
- Pyjamas
- Cuddly toy for bedtime
- Towel x2
- Toilet bag with hairbrush, soap, toothbrush, toothpaste etc
- Torch
- Water bottle
- Pocket money £5 (in a named bag 5x£1 coins)
- Reading book
- Packed lunch for the first day in a disposable container. No fizzy drinks.
- Small pack of sweets we can share should children need a 'lift'.
- Several plastic bags to put wet clothes in.
- Bag/holdall preferably with wheels as the children will carry their own bags

This is a guide to what to take. Please feel free to amend this as you require for your own child's needs.

NB. For medicines please refer to the medical form

**Please ensure that everything is named.**

All bedding is provided. Safety equipment is provided.

No cameras, phones, electrical devices.

The PGL adventure holidays website has an excellent Parent Guide: Key information and FAQ section

<https://www.pgl.co.uk/en-gb/adventure-holidays/parents/our-parent-guide/key-information-and-faqs>

