



Headteacher

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Letter 2

Friday 23rd April 2021

Dear Year 4 Parents and Carers

Re: Sayers Croft Residential Trip – Wednesday 19th to Friday 21st May 2021

Following the Government announcement that residential trips can resume from 17th May, this letter contains information about the forthcoming trip to Sayers Croft which we are delighted we have been able to re-arrange from March. The list below shows the activities that the children will undertake during their stay. Attached is a kit list with items the children will need, and also a Personal Contact/Medical Details form which we need you to complete ahead of the trip.

Activities: All the activities are led and supervised by experienced instructors and our school staff.

| | | | |
|---------------|------------------|------------------------|------------------|
| Pond dipping | Nature Explorers | Maze & Blindfold Trail | Challenge Course |
| Wildlife Talk | Shelter building | Earth walk | Boulders |
| Orienteering | Evening walk | Disco | |

The centre is very well equipped to run these residential trips/activities safely and follows strict Health and Safety guidelines which will be additionally enhanced to follow risk assessments/Covid guidelines in line with Government regulations. We also do our own risk assessment ahead of the trip and will ensure Covid guidelines (eg. bubbles) are followed.

Kit List: We attach the kit list which we emailed out before the Easter holiday to help with the preparations for the visit.

Personal Contact and Medical Details Form: We also attach a Personal Contact and Medical Details Form which needs to be **completed and returned, together with the consent slip below, to the class teacher by Friday 30th April 2021**. Please take care to complete all sections of the forms and both sides where appropriate. Please note if we need to contact you eg. in the case of late arrival home of the coach, we will contact you by text/email. General updates about the trip will be posted on the school website and emailed on a daily basis.

We are looking forward to what should be an enjoyable and educational visit. Due to the tight timeline we are working to to organise this trip we are unable to run a pre-trip meeting. However an information Powerpoint will be sent to you next week. If you have any queries, please do not hesitate to contact us by email to our trip leader Mrs Toulson (etoulson@busbridge-junior.surrey.sch.uk) or to myself (head@busbridge-junior.surrey.sch.uk).

Yours faithfully

Mr Richard Catchpole (Headteacher)

Sayers Croft Residential Trip – 19th to 21st May 2021

Child's Name..... **Class**.....

I give permission for my child to take part in the Sayers Croft residential trip YES / NO*

I consent to my child taking part in all these activities as listed below: YES / NO*

| | | | |
|---------------|------------------|------------------------|------------------|
| Pond dipping | Nature Explorers | Maze & Blindfold Trail | Challenge Course |
| Wildlife Talk | Shelter building | Earth walk | Boulders |
| Orienteering | Evening walk | Disco | |

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 YES / NO*

I understand that those supervising the visit are in loco parentis and must exercise a standard of care that would be expected of a reasonably prudent parent YES / NO*

I certify that so far as I am aware my child is medically fit** to undertake this trip and associated activities and there are no known health reasons why he/she should not do so. (* **Please give details on the medical form attached if your child suffers from any medical condition of which, whilst not affecting his/her ability to undertake this trip, you consider the Party Leader should be aware of) YES / NO*

I have completed & returned the personal/contact and medical details form YES / NO*

I consent to any emergency medical treatment necessary during the course of the trip and sharing my child's details with relevant medical personnel if required YES / NO*

I give consent for my child to have their photograph taken on this trip for use on the school website and school newsletter. You can withdraw this consent at any time. YES / NO*

Parent/Carer (please print name):.....

Signed.....**(Parent/Guardian) Date**.....



PERSONAL AND MEDICAL DETAILS - Sayers Croft Residential trip 19th to 21st May 2021

PERSONAL DETAILS:

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

PUPIL'S DATE OF BIRTH.....

CONTACT DETAILS:

PARENT/CARER'S NAME

PARENT/CARER'S HOME ADDRESS.....

PARENT/CARER'S TELEPHONE NO:.....

ALTERNATIVE EMERGENCY CONTACT NAME:.....

ALTERNATIVE EMERGENCY CONTACT TELEPHONE NO:.....

MEDICAL DETAILS:

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

..... TELEPHONE NO:.....

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

| | | |
|------------------------------------------------------------|-----|----|
| Asthma or Bronchitis | YES | NO |
| Heart condition | YES | NO |
| Fits, fainting or blackouts | 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 above is YES, please give details:

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ALLERGIES:

Please give details of any allergies your child has (eg.material, animal, insect bites, food)

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

.....

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:

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MEDICINES

Any medicines that need to be taken during a school trip must be handed by the parent/carer to the member of staff in charge of medicines.

Please ensure all medicines are in date and 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? YES / NO If so, please indicate:

❖ Medication and reason for taking.....

.....

❖ Dosage.....

.....

2. Does your child require: **an epipen** YES / NO or **an inhaler** YES / NO?
If your child uses an **Inhaler** or an **Epipen** these will be kept with the group leader. Please ensure these medicines are in date and clearly labelled with the child's name and dosage instructions.

❖ Please give details of the allergy such as symptoms, severity and whether/when your child has had to use an Inhaler or Epipen:

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3. 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. YES / NO

4. I consent to any emergency medical treatment necessary during the course of the visit and sharing my child's details with relevant medical personnel if required YES / NO

5. I consent to my child being given a mild painkiller (paracetamol) if considered necessary by the party leader. YES / NO

ANY OTHER RELEVANT INFORMATION (please complete if appropriate):

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

Please print name.....Parent/Guardian