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September 2019

Dear Parent/Carer,

RESIDENTIAL VISIT TO HOLT HALL
Wednesday 13 - Friday 15 November – 5HT & 6LO

It is now just a few weeks until we go to Holt Hall. Hopefully this letter will help you and your child prepare for this visit and answer any questions you may have regarding the trip.

Payment We have received some installments for the trip – thank you.
All outstanding payments must be made by Monday 6th November, please.

Departure and Arrival

Departure - On Wednesday, the arrangements for years 5/6 pupils are:

- Arrive at school at the normal time.
- All bags are to be left in the hall.
- We will then register your child in their own classroom and collect any medicines, (Mrs Green will be the first aider for the trip).
- After registration, Miss Owen and Mrs Taylor, group leaders, will take the children to the coach.
- We will leave from outside the school entrance at 9.30 am.
- Please ensure all medicines are clearly labeled with your child's name on and have instructions enclosed re dosage etc.
- Miss Owen and Mrs Taylor, group leaders, will collect pocket money from the children during registration – maximum of £10 in a named purse/bag.

Arrival back

We will arrive back at school at 2.45 pm approximately on Friday 15 November. Please arrange for your child to be picked up at this time from the entrance of the school. If this is impossible, please let us know in advance.

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Staffing

All the on-site activities will be led by the members of the Holt Hall team. All staff and parents accompanying the pupils - Miss Owen, Mrs Taylor, Mrs Green and Mr Harriss have enhanced DBS Clearance and have previous experience of running field trips.

Essential Items

Pupils don't need new or expensive clothes – they will need warm, old, comfortable and clearly marked clothes, please.

Valuables should not be brought to Holt Hall. No aerosols are allowed either, as they can set off the fire detectors.

Bedding – your child will need to bring 2 pillow cases, bottom sheet and a clean **sleeping bag** (or a duvet).

Personal wash items: Toothbrush, toothpaste, soap, flannel and hairbrush

Towel(s)

Hair band if applicable (long hair needs to be tied back during all activities)

Washing kit (including soap)

Socks and underwear

Night clothes

Indoor shoes or slippers (these must be warm for safety reasons)

Sturdy outdoor shoes / boots / trainers

Wellington boots (and a plastic carrier bag to hang in the boot room)

Outdoor clothing suitable for autumn weather conditions

Warm coat or other suitable **weather proof** outer garments

Gloves, hat and scarf

At least one complete change of clothing (shirts, trousers and jumpers)

Indoor clothes for meals and evenings

Water bottle (refillable) – essential

A torch

Other useful items:

Large plastic bag for dirty clothes

Cuddly toy

Pencil case with pen, pencil, coloured pens / pencils

Pocket money for gift shop - £10 maximum, broken down into smaller amounts

Reading book (optional)

As a general rule, please make sure everything has a LABEL on (name **and** school) – Holt Hall does not take responsibility for articles lost or left in rooms, however the centre will hold lost property for two weeks after the course.

The centre recommends that if pupils wish to take photos during their stay, they do so using a disposable camera. If a more expensive camera is brought, it is the responsibility of the pupil to look after it carefully himself/herself. We shall also make use of school cameras and I pads for recording trip highlights.

Please do NOT bring personal electronic items - Mobile phones and radios are NOT allowed at the centre. If your child has a mobile phone with him/her, it needs to be given to your child's class teacher whilst we are at Holt Hall.

Contact with home

We would prefer there to be no direct contact with home during the week for obvious reasons, EXCEPT IN AN EMERGENCY. We will, of course, contact you immediately should we have any concerns about your child's welfare.

We can be contacted on 01263 713117 in an emergency (Holt Hall office hours) and on 07521 269642 outside office hours. We shall be ringing the school each day, so our school office staff will be a point of contact for any non-urgent messages. We shall contact the school from Holt Hall as soon as possible to confirm our arrival.

We know that children enjoy receiving letters from home and this can help to add to the excitement of a residential trip. If you would like to write, please include (on the reverse of the envelope) the school name / child's name and the dates of the visit. The address is:

Holt Hall Field Studies Centre, Kelling Road, Holt, Norfolk, NR25 7DU
Web: www.norfolk.gov.uk/holthall

Medical

Thank you very much for completing the medical forms we sent to you recently. (If you have not returned one for your child, please do so as soon as possible). The school staff will be acting *in loco parentis* and therefore are obliged, in an emergency, to take action they think best in the light of the facts then known to them. This may involve surgical, medical or dental treatment. Of course, wherever possible, you will be consulted first.

If your child is under medication, any medicines should be clearly marked and their dosage (and any other instructions) written down. As mentioned earlier please ensure you hand in any medicines and travel sickness tablets to Mrs Green on the day of departure.

Children with asthma should ensure they have their inhalers with them and that they are not out of date. Please make sure that parents of children with asthma also see Mrs Green so that she can record their inhalers in her medical book.

In circumstances when pupils suffer headaches etc, paracetamol designed specifically for those under 12 will be issued provided that you have agreed to this on your child's medical form. This will be supplied by the school. Please do not send your child with a personal supply. Do please come and talk to us and let us know of any particular concerns you may have.

Food

The children will be well fed. The centre is used to catering for large groups of children and the Holt Hall kitchen staff will be working hard to provide nutritious, healthy and tasty food throughout the day. A vegetarian option will be available each day for all those pupils who require it. Please do not bring sweets or snacks.

Holt Hall always provides a hearty and balanced diet for your children, with lots of variety for breakfast and lunches. We usually agree an evening meal in advance, after speaking with the children. If you have any particular concerns over menu choice, please feel free to speak to Miss Owen or Mrs Taylor in advance.

Room Allocation

We will discuss with the children who they would like to be 'roomed' with. As far as possible we will try to accommodate their wishes. At the very least, each child will share a room with at least a friend of their choice.

Do's and Don'ts

Holt Hall has a set of 'house rules'. We shall be sharing these with the children before the visit and will produce our own list of do's and don'ts. These will be sent home to you prior to the trip so that they can be remembered and re enforced.

We are sure that our pupils will be a credit themselves and to the school. However, if any child fails to comply with the rules at Holt Hall and we consider their behaviour to be to the detriment of the other children on the trip, or endangers themselves or others, we will contact parents and ask them to collect their child.

If there is anything else you wish to discuss before the visit, please don't hesitate to contact us. In particular, do let us know if your child has any particular night time problems so that these can be dealt with sensitively during the visit.

Yours sincerely,

Miss Owen and Mrs Taylor