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Cleves School
Oatlands Avenue
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Surrey
KT13 9TS

Friday 25th March

Dear Parents/Carers

Y4 Residential Trip - Hooke Court - Tuesday 26th April - Friday 29th April 2022

STAFF

Mr Woods, Mrs Flaxman, Ms Cole, Miss Simmons, Miss Christian, Mr Skinner, Mrs Pyott, Ms Tao and our lovely parent helpers.

Thank you very much to all of the parents who kindly volunteered to come with us to Dorset.

ACCOMMODATION

The children will be staying in dorms, sleeping between 2 and 12. Room allocation will be organized according to the needs of the whole year group. We cannot guarantee they will be with a chosen friend, although we will try to accommodate their requests. They will be informed of their room-mates on arrival. Dorms will be inspected daily! There will be a set time each evening when all the children must be in their room and a 'lights out' policy will be established. Each morning there will also be a time when the children may not leave their rooms or disturb others (we all need our beauty sleep!).

At no time during the trip will the children be unsupervised.

CLOTHING - FUNCTION OVER FASHION!

The following items are a guide to what you may want to pack, but obviously it's at your discretion! Please make sure that **everything** they bring is **clearly labeled** (even marker pen initials are better than nothing!). To make it easier for each child to be responsible for their own clothing, it is useful to get them involved with the packing. Please provide a packing list and a bag for dirty clothing. If possible use a 'pull-along' style of case as children have to carry their own bags, and some of the dorms are at the top of a long flight of stairs, so bear this in mind when packing!

Kit List

Waterproof coat
Pyjamas
Trousers/ tracksuit bottoms/combat (no Jeans)
Warm jumpers/sweatshirts
T-shirts (at least 1 with long sleeves)
Sun cream and sun hat (wishful thinking!)
An outfit for the Barn Dance (eg checked shirt)
Refillable named water bottle

Washing kit - including toothbrush & toothpaste
Towels - bath and hand, shower cap
Tissues
Trainers and slippers/flip flops
Underwear and plenty of socks
Hat and gloves
Wellies
Teddy!
Large plastic bag for dirty clothes

NO mobiles, radios, MP3's, electronic games, jewellery etc.

NO crop or tie-front tops, unsuitable slogans/images on any clothing, extremely short Shorts!



TRAVEL ARRANGEMENTS

On the morning of departure children should be in school between **8.15am and 8.30am**. They should leave their clearly labeled luggage outside the dining hall if dry, in the lunch hall if wet. Please say your goodbyes at this time, as the children should then make their way to their classroom. **All Children must bring a packed lunch for the journey** (nothing will be provided by the school). However, if you are entitled to a free school meal, please email lread@cleves.co.uk by Wednesday 20th April. Please observe our **NO NUTS, SESAME SEEDS OR HUMMUS** policy and no fizzy drinks. Ensure that food and drink containers are suitably robust - there's nothing worse than soggy sandwiches - but everything must be DISPOSABLE except for their refillable water bottle. A small lightweight rucksack or gym kit drawstring type bag is ideal for the coach journey containing perhaps a book/comic, small game, playing cards etc. Please do not pack any food item in the children's luggage.

We anticipate arriving back at Cleves on the day of return between 3.30pm-4.00pm. If you do not already follow Cleves on 'Twitter' this would be a great time to do so, as if we are going to arrive significantly later than 4.00pm, then we will 'tweet' to let you know. PLEASE ENSURE THAT YOU ARE THERE TO MEET YOUR CHILD.

MEDICATION

Please find enclosed your child's **Residential Trip Medical Form**. Please read this through carefully and fill in all the necessary information or amend any existing detail. It is very important that we have at least **TWO** emergency contact numbers of adults who could be contacted during the trip. This completed form **MUST** be returned to the Drop Box by **Monday 28th March**.

There is no time on the morning of the trip to collect medication, so if your child is required to take pills or medicine, please bring them into school, **only** on the date below, in a clearly labeled bag. All medicines should be handed in at this time and also any travel pills for the return journey. This is also the time to inform us of any other medical information we should know of:

Monday 25th April to 4F - 3.30pm-4.00pm only

If your child has an EpiPen or Inhaler at school, this will go with them on the trip. Please ensure they also have a spare Inhaler with them.

If medication is prescribed just prior to the trip, and not showing on the medical form, please ensure we are informed and have full details regarding dosage and timings.

If there is anything you would like to discuss of a confidential nature, please contact Miss Clarke either by phone or email on gclarke@cleves.co.uk.

COVID PROTOCOL

Test before your child leaves - We would kindly request that you test your child on the morning before they leave for their residential trip. Whilst we are not insisting on this, it will reduce the risk of anyone carrying the virus passing it on to other children/adults. Test kits are currently still available free of charge until 1st April so we recommend that you acquire a pack for the purpose of the residential visit. The link to order a kit can be found here:

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

If your child develops symptoms of Covid whilst on the trip, provided consent has been given, a member of school staff will supervise and if necessary, assist with a lateral flow test on your child. If your child tests positive for Covid, they will be isolated and contact will be made with the parent/carer (emergency contact number provided) and the child will need to be collected as soon as possible on the same day. If the result comes back negative and your child is well enough to remain on the trip, then they are welcome to rejoin the rest of the year group. If you haven't given consent for a lateral flow test and your child develops symptoms of Covid, we will contact you to collect your child.

Emergency Number for Hooke Court: 01308 862 260



2020-2023

We hope this covers everything you need to know, however if you do have any other questions please either ask your child's teacher or email Mrs Poole - jpoole@cleves.co.uk.

We are all looking forward to a very successful trip to Dorset.

Yours sincerely

Mr Woods

Year 4 Trip Leader

Reminders

- **Residential Trip Medical Form to be returned by - Monday 28th March**
- **Free School Meals to be ordered by Wednesday 20th April**
- **Medical Drop-In - 3.30pm-4.00pm - 4F - Monday 25th April**
- **Departure - In school between 8.15am- 8.30am - Tuesday 26th April - WITH PACKED LUNCH!**
- **Return - Approximately 4.00pm - Friday 29th April**

