



Hertfordshire County Council
KILLIGREW PRIMARY SCHOOL
West Avenue, St. Albans
Hertfordshire AL2 3HD

Tel: 01727-774200
admin@killigrew.herts.sch.uk
www.killigrew.herts.sch.uk
Head teacher T. Mylotte

7th September 2023

Dear Parents,

**Y6 Residential Trip to Manor Adventure, Culmington Manor, Seifton, Craven Arms, Shropshire
SY7 9BY (2nd-6th October 2023)**

Welcome back! Thank you for making the final payments promptly over the summer holiday. Now that we have returned, the school journey is fast approaching so I thought it would be useful to send you further information.

Staff

Mrs Wicks (Group leader)
Miss Pepper
Mrs Kerner
Mrs Douglas
Mr Kyne

Medical Forms and Medication

- **Please return the attached medical form OV7A to us by return.**
- As you are aware, we are unable to administer any medicines without authority. If your child will require any medication during their stay, please complete the medication authorisation form and return it to us by Friday 15th September. On the morning of departure, hand in the medication as outlined below.
- If you are happy for your child to have Calpol and/or Liquid Nurofen please complete and return the attached consent form by Friday 15th September. (We will provide Calpol and/or Liquid Nurofen for your child).

What to pack

Here is a list of items that you will need to pack, along with a few items that are not essential but could be useful. Please encourage your child to do their own packing, under your supervision, so that they are aware of what is in their bag. This will help them at the end of the week when they have to do their own packing and should ensure that nothing gets left behind. Please label all clothes and possessions including socks and underwear.

Essential items

Luggage – please restrict this to one soft holdall plus one piece of hand luggage. No cases please as they are difficult to fit in the coach and the coach cannot leave if the luggage is not stowed properly.

- A packed lunch for the outward journey in a disposable bag and a drink in a named, refillable plastic bottle (in hand luggage)
- A freshly laundered sleeping bag and pillow with pillowcase
- Red Killigrew cap **Children must wear their red Killigrew cap when they leave school**
- Old clothes for activity sessions (long-sleeved tops/jumpers, trousers/jogging bottoms, not denim jeans. Please don't send new clothes, as there is a high possibility they will get wet and muddy.
- Clothes and closed toe shoes/trainers for other times.
- Underwear
- Hair bands – hair needs to be tied up for all activities
- Waterproof clothing (jacket/trousers)
- A water bottle
- Torch
- Rucksack
- Toiletries (please note deodorants must be roll-on, no aerosols)
- Large plastic bag for dirty clothes
- Bath towels x2
- Hat & gloves or suncream
- Pyjamas and slippers

Useful items

- Books, playing cards and other quiet activities

Useful information

- No jewellery
- No wellies
- No makeup, perfume or hair straighteners
- Denim jeans are not ideal for outdoor use
- The children should not take anything of value whether in monetary or sentimental terms.
- Children must not take any snacks in their bag (other than their packed lunch). The children will be well fed. Any snacks will be confiscated as we have children with allergies.
- Children should not take any money with them.

Manor Adventure cannot accept liability for the loss of any personal property taken to the centre so please don't pack any valuable items, expensive clothing and footwear, mobile phones, handheld games consoles etc. They are unable to store them and they will not be insured. Digital cameras and any devices with a recording facility are not allowed. Cameras which are not digital, may be brought although no responsibility can be taken for these. The disposable ones are a good idea. Please label everything with your child's name.

School Journey Week

Please read the following information carefully as it will help everyone to be ready to leave on time.

Monday 2nd October

- All children must wear their red Killigrew cap on their head on Monday morning as they are stopping at a public rest stop, and we need the children to be easily identifiable.
- The children will need to bring a packed lunch in a disposable bag and a drink (in a named, refillable plastic bottle) which they will have partway through the journey.
- Please administer any travel sickness medicine before school on 2nd October. We will administer the return journey dose on Friday 6th October (consent form needed).
- At 8.30am, parents and children should enter school through the junior library door. Bags (including rucksacks) should be placed in the junior hall.
- Children should leave the hall and line up outside their classroom as usual for some fresh air. This is important as they will be on the coach for a long time. This is the time to say an individual goodbye.
- Parents should go to the junior library at 8:30am to hand in any medicines to Mrs Kerner. All medicines must be in their original packaging in a clear plastic bag and clearly labelled with your child's name. Consent forms must be completed for any medicines.
- After handing in medicines, parents should leave the library, say goodbye to their child then wait outside the school gates to wave everyone off.
- The children will not be available between 8.50am-9:30am as they will be having essential information explained to them and visiting the toilet.
- The coach will leave at approximately 9.30am. The children will be led out to the coach by their group leaders and you will have the chance to wave as they board the coach.
- The children will carry their own bags. The coach driver often appreciates willing parent helpers to load up the coach.

Friday 6th October

- The children are scheduled to return to school at approximately 2:30pm, subject to Friday afternoon traffic. If the coach is significantly delayed, we will let you know.
- When they return, you are welcome to collect your child's bags then please make your way to the playground so that the staff can ensure that a known adult collects the children.
- In the past, children have been extremely disappointed if no one is here to welcome them back. We recommend that you arrive at school in advance of the scheduled return time.

We will send you a message once the children arrive at Manor Adventure. I am in contact with the school journey party at least once a day so please keep an eye on your e-mail for messages and updates throughout the week. We will endeavour to update Twitter too, so please make sure that you are following us.

If you have any queries do not hesitate to contact us.

Yours sincerely,

T. Mylotte
Head teacher