

15th May 2017

Dear Parents

Re: Year 5 trip to Boulogne-sur-mer – Thursday 8th June 2017

Our exciting trip is fast approaching and so it is important for you to know the final details and arrangements. Please read this letter very carefully and make sure that everything you need to do in advance of our trip is done by the deadline set and that everything else is in place on the day itself.

Itinerary

Attached is our proposed itinerary. Some of our activities are weather-dependent; if it pours with rain or is extremely windy we may have to alter our plans on the day.

Transport

We shall be travelling with Motts Coaches and by Eurotunnel. Our travel times are stated clearly on the itinerary. It is essential that you arrive promptly at school with your child at 6.15 am so that we can leave no later than 6.30 am. We will be unable to wait for late-comers as any delay may result in us missing our scheduled Eurotunnel crossing. We should arrive back at St Piran's by around 9.30/9.45 pm. If we get severely held up on our return journey you will be informed by clarion call.

On Friday 9th June, you may bring your child to school later than usual if you wish. However, all children will be expected to be in school ready for the start of Period 4 at 11.25 am. If your child is not in school for normal morning registration at 8.25 am, please ensure you sign him/her in with Matron upon arrival.

Risk Assessment

A thorough risk assessment has been undertaken and a copy may be viewed, upon request, in the school office.

Insurance

We have travel and personal insurance for every child on the trip. A copy of the insurance policy may be viewed, upon request, in the school office.

Staffing

The following adults will be present on the trip, ensuring a ratio of 1 adult to no more than 8 children:

Mrs Barlow (Party Leader and French speaker), Mr Grice (Deputy party leader), Mrs Kennedy (French speaker), Mrs Carroll, Mrs Bailey, Mrs Highy (Matron), Mr Barker and Mr Scaldwell. Our school contact will be Mr Carroll whose telephone number (only to be used in emergencies) is 07747 025284.

Meals

You will need to provide two packed meals for your child and plenty of extra drinks. Your child's lunch will need to be in a named disposable bag/container and his/her tea needs to be in a named cool box/bag to keep it fresh, as it will be stored on the coach for several hours. If your child is likely to need something to eat in the way of breakfast, please send this too; it may be eaten on the coach. Alternatively, a light snack/breakfast may be purchased at the Eurotunnel terminal, time permitting. If you would prefer your child to buy his/her own

breakfast at the Eurotunnel terminal, please provide him/her with £5 in a named purse or envelope. This money will be the responsibility of your child.

Clothing

Your child will not need to wear school uniform but please ensure he/she is wearing suitable footwear for a long day out which involves uneven surfaces, sand and a lot of walking. Walking boots or trainers are ideal. In order for us to be able to identify our pupils easily, all the children will also need to wear their St Piran's tracksuit top.

Waterproofs and sunhats will be required, subject to the weather. If the forecast is for sun please apply sunscreen to your child before bringing him/her to school on the morning of the trip. Your child may bring an additional supply of sunscreen which will be his/her responsibility.

Please ensure all items of clothing including waterproofs/sunscreen etc are named.

Your child will need to bring a small, named backpack-style bag which should contain his/her breakfast (unless your child is buying this at the Eurotunnel terminal), lunch, spending money, a camera, extra drinks, sunhat/sunglasses/waterproofs etc.

Games, cameras, mobile phones and spending money

For the coach journey, your child may bring books to read or small games to play such as card games or paper and pencils. Electronic games may NOT be brought. The children are welcome to bring cameras, and, again, please ensure these are named.

Apart from any pencils required for drawing etc whilst on the coach, your child will not need any other equipment – any pencils, paper or other materials that your child will need on the trip will be supplied by school.

Mobile phones are not permitted, even if the intention is just to use them for taking photographs. If we need to contact you we will have your contact details or if you need to get in touch with us urgently on the day itself please call the school office or Mr Carroll who will then contact me.

There will be opportunities for your child to do some shopping. 10 - 15 euros should be more than enough spending money. Please provide this in a named purse or small container (not an envelope). This money will be the responsibility of your child.

Passports and health cards

Please bring your child's passport and valid EHIC health card to the school office by **Monday 22nd May at the very latest**. Please stick a label on the front of your child's passport with his/her name on – it is much easier to hand them out when necessary than having to open them all. Please also sellotape your child's EHIC card to the back of his/her passport. Please also provide a photocopy of the photo page of your child's passport.

If you know that you will not be able to bring these items to the office by Monday 22nd May, maybe because your child will be abroad at Half Term, please contact me immediately to make alternative arrangements.

The children will be put into groups and their passports, EHIC cards and any medication will be the responsibility of their group leader for the duration of the day. Your child will not have to take responsibility for any of these items at any time, except when going through Passport Control at Calais on the return journey. As soon as the children have shown their passports the group leaders will collect them back in and retain them until we are back at school.

Passports and health cards will be available for collection by you from Friday 9th June onwards – please collect these from the school office no earlier than 8.30 am.

Medication

It is critical that any medication your child may need which is not normally kept by Matron, is brought into school in advance, wherever possible, in a named container and marked for my

attention. If your child requires travel sickness medication please administer this before leaving home on the morning of the trip. If further medication is required for the return journey, please hand this in (in an envelope with your child's name and clear instructions) to the school office by Monday 5th June. Please complete the attached form with accurate medical information for your child and emergency contact numbers and return it to the school office, marked for my attention, by Monday 22nd May at the very latest.

Checklist for Parents!

By Monday 22nd May

- Bring passports, EHIC health cards (sellotaped to passport), medical consent and emergency contact form to the school office

By Monday 5th June

- Bring medication (where possible or unless already with Matron)

Thursday 8th June

- Arrive at school promptly at 0615
- Lunch in named disposable bag (inside child's named backpack)
- Tea in named cool bag/box (**not** in child's backpack – to be stored on coach during the day)
- Games for coach (may be in child's named backpack or separate)
- 5 – 10 euros to spend in France (inside child's named backpack)
- Breakfast to eat on coach OR £5 to buy breakfast at Eurotunnel terminal (inside child's named backpack)
- Camera, drinks, sunhat/sunglasses/waterproofs etc (inside child's named backpack)

From Friday 9th June

- Collect passports, health cards and medication not kept by Matron from the school office no earlier than 8.30 am.

If you have any questions or queries about the trip, please do not hesitate to contact me.

Yours sincerely

Catherine Barlow
Head of Modern Foreign Languages