

# STANLEY PARK JUNIOR SCHOOL

Stanley Park Road, Carshalton, Surrey SM5 3JL

*A Foundation School in the London Borough of Sutton*

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15<sup>th</sup> June 2022

Dear Parents/Carers,

Outlined in this letter are final details regarding the residential trip to PGL, Osmington Bay planned for 11<sup>th</sup> July to 15<sup>th</sup> July 2022.

I am the party leader for the trip and as such will oversee all activities. Each activity group will have their own SPJS leader. The staff accompanying the trip are Mr Sewell, Mrs Thompson, Miss Fox, Miss Baldock, Mrs Asten, Mrs Wadey and Mrs Rowe (a Governor). Two coaches will transport the pupils and staff to Osmington Bay with myself and Mr Sewell leading one coach each.

**We will require you to provide a variety of details about your child in order for us to complete the final section of our risk assessment. Please complete this Google Form by Friday 24<sup>th</sup> June:**

<https://forms.gle/FpXgHhYydw48YSZS6>

## **DEPARTURE**

Children should arrive at school at the normal time. In contrast to previous years, the children will not leave SPJS until 11am.

Pupils should enter via the ramp entrance near the park, along with their suitcase. Parents should hand over any medicines at the gate to a member of staff who will pass them on to their group leader. They should be clearly labelled in their original packaging. Children with asthma should bring an extra inhaler to school as they will keep this with them throughout the week. We will also take the inhalers that are kept in school, as an emergency back-up. Children should keep hold of their pocket money as this will be collected by a member of staff when they get to class.

The coaches will be leaving SPJS at 11.00am. We will make one stop on the way down, at a service station, to have lunch and use toilet facilities and we hope to arrive at the centre at around 3pm.

Children must wear a school polo shirt and school jumper/leavers' hoodie to school on Monday but can wear any comfortable shoes, ie. trainers, and jeans/shorts/leggings etc.

Headteacher: Amanda J Lamy BA (Hons)

Deputy Headteacher: Julia Burridge BA (Hons)

They should bring a **packed lunch** with them, which should include a drink in a named **plastic bottle / container** which they can then use for the rest of the week as a water bottle.

## LUGGAGE AND CLOTHING INFORMATION

Please limit luggage to one case / bag per child, plus one small bag for the journey - to hold packed lunch etc. **Please ensure that this is clearly labelled and easily identifiable by your child.** Please also ensure that all clothing and possessions are clearly named, especially new school hoodies! Your child will need to be able to transport their own bag from the coach stop to their dormitory.

## KIT LIST

All essential activity and safety equipment is provided, but the children will need a sleeping bag/duvet and pillow, personal clothing, footwear and washing kit. **Brand new and expensive gear must be left at home, as should Ipads, hair straighteners electrical game consoles and mobile phones!** Anyone found to have any electrical equipment, other than a hairdryer, will have the items confiscated until the end of the week and will miss one of the activities. Bearing in mind the outdoor and active nature of the trip, old, casual and easily-washable clothes are strongly recommended. Jeans are impractical as they provide no warmth when wet and are difficult to dry.

Below is a suggested list of items which we recommend as a guide of what to pack for the week:-

(All items should be labelled with your child's name so we can return it to them as needed)

- Washing kit (**no aerosol sprays**)
- At least 2 towels (swimming and shower)
- Sleep wear (pyjamas, plus sweater/tracksuit in cold weather)
- Changes of underwear
- At least 2 thick sweaters
- At least 2 pairs of old trousers / jogging bottoms (you don't mind getting dirty)
- Shorts (in warm weather)
- Sports/T-shirts/thin layers (bring lots)
- At least one long-sleeved top - many activities require long sleeves
- Thick and thin socks
- At least 2 pairs of trainers or plimsolls (**one for wet activities**)
- Warm, waterproof jacket
- Several strong plastic bags (for wet or spare/dirty clothes)
- Plastic bottle for drinks
- Sun hat
- Sun cream and possibly after sun
- Swimwear (no bikinis)

Children may wish to bring some activity books, cards or small games to use on the journey and while they are at the centre. If a child is bringing a camera with them, it must be named and is the personal responsibility of the child. Disposable cameras are a very sensible option.

**Please note: NO camera phones.**

### **ARRIVAL AT THE CENTRE**

I am sure that many of you will want to know that we have arrived safely. There will be a message on the school web-site and Twitter ([www.spjs.org](http://www.spjs.org)) by 5:00p.m on Monday and there will be updates on Twitter throughout. Please see the separate letter with information about this.

### **ACCOMMODATION & MEALS**

Children will be accommodated in dormitories, generally sleeping groups of 4 children and occasionally 6. These will all be situated in the same block or adjacent blocks but with girls and boys separated. Staff accompanying the trip are allocated to dormitories which are along the same corridor as the children. In addition, there are on-site security staff who patrol during the evenings / nights.

Children will be placed in groups by the party leaders, taking account of friendship patterns. Parents should inform any of the teaching staff by **Tuesday 22th June** if they have any concerns with regard to the placement of their child with another. We will then allocate places so that children know their groups prior to the visit. Once the groups have been allocated, there will be no changes.

Children eat breakfast, lunch and evening dinner in the cafeteria. A variety of choices are available at each meal time and any dietary needs are catered for, **as long as you have notified us.**

### **PLANNED ACTIVITIES**

Activities planned for the week include:

- ◆ A range of activities at the centre, to include some of the following: rock climbing, archery, high ropes course, challenge course, water-based activities (in the sea).

First Aid is provided at the centre and we have easy access to Doctors and Emergency services. Mrs Burridge will contact parents directly if any child needs to visit a doctor or is particularly unhappy. Please note, if you receive a phone call, this doesn't necessarily mean that there is an emergency - sometimes a brief discussion about a minor concern may be needed.

### **POCKET MONEY**

There will not be opportunities to visit shops- other than the small shop on site at the centre. There is no point, therefore, in sending children with a large amount of cash for the trip - **please do not give your child more than £20 pocket money.** You are asked

to provide a selection of £1 and £2 coins in the plastic money bag/or named wallet. They will hand this to a member of staff at school.

### LOST PROPERTY

PGL take no responsibility for finding or returning lost property; however, they are happy to search for any missing items and the centre keeps anything handed in for one week following a group's departure. Please contact the centre directly should you need to on your child's return. SPJS staff do, however, check all dormitories before leaving.

**Please contact Mrs Lamy or Mrs Quigley at school (02086477497) if there is an emergency during the day - or Mrs Lamy on 07745 136129 if after school hours.**

Children will not be able to phone home during the trip as this can extend issues relating to homesickness. For this reason, and concerns over possible loss, **mobile phones are not allowed**. If any child is unwell or not coping, then Mrs Burridge will contact the family to discuss any necessary actions.

In the event of an emergency involving the whole group, communication will be from the school.

### RETURN

We return to school on Friday afternoon. We will leave the centre at approximately 2pm. The coaches will then make their way back to SPJS and our estimated time of arrival will be approximately **6.00pm**. To limit calls to our busy office, we would ask you to ensure that your mobile number is registered on ParentPay as we may send out text updates on return time. The Twitter feed will be the most up-to-date way of following our progress. **Please do not call the school office**. We will be travelling at a busy time so who knows the exact time of arrival!

The coaches will stop on Stanley Park Road near Glebe Path. The coaches need to unload all the bags as quickly as possible as they are not allowed to stop on the yellow lines. **It would be helpful if you could assist in unloading the suitcases and putting them as near to the fence as possible so that it allows pedestrians to pass and the children to depart from the coach safely**. Any child who has not been collected will be looked after by staff on the pavement or in school until parents arrive.

Should you have any further queries or concerns, then please do not hesitate to contact either Mrs Burridge or any of the teachers involved in the trip.

Yours sincerely



Mrs J Burridge