



St Mary's Catholic First School
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Head Teacher: Mrs Paula Fearn

7th February 2020



Dear Parents

Year Four Residential trip to The Springhead Trust 29th April - 1st May 2020



We are delighted to offer a residential trip for our Year Four pupils to The Springhead Trust, Fontmell Magna, near Shaftesbury. The visit will involve environmental walks, pond dipping, nature hunts and generally enjoying the outdoors.

We will be combining our trip to The Springhead Trust with our Science topic, habitats and Forest School. This will be the eighth year we have visited this centre and feel that it provides an exciting, energetic and fun-filled educational experience for the children at great value for money. Full board is included in dormitory accommodation. The children will be transported there and back by coach which will be fitted with seat belts.

The cost will be **£90 per child** inclusive of food and travel (you will be asked to provide a packed lunch for the first day). A **deposit of £15** will be needed by **14th February please**, with the full amount payable by **27th April 2020**. You can either pay in full in a one of payment or use our payment card (given to you after deposit is received) and make three further monthly instalments to the school office. If you wish to pay by BACS, please speak to the office.



After reading the information pack if you require further information, please do not hesitate to speak to the school office. These visits are an important part of the children's learning experience and are thoroughly enjoyed by all.

Help with the cost of the accommodation is available to those families who are eligible for Free School Meals. Evidence of eligibility will be required and if you wish to apply for this help, you should contact the school office by no later than **21st February**. Anyone not in receipt of any qualifying benefit, but wishing to apply for help should also register with the school office by this date.

Please complete the permission/deposit/receipt of information reply slip and return it to school by 21st February.

Please also complete and return the Parental Consent Form (Form3) by 21st February as well.

Yours sincerely

P. Fearn

Mrs Paula Fearn
Head Teacher



Year 4 Residential Trip to The Springhead Trust

Wednesday 29th April – 1st May 2020

Contents:

- Initial overview letter with costings and dates including payment dates and information about forms that need to be completed and returned.
- Information Pack including equipment list, information about Springhead and sample menu
- Permission to attend/confirmation of information received slip/deposit paid form
- Parental Consent/Medical Information Form (Form 3)

Actions to take:

Complete and return the following forms to the school office by 21st February 2020:

- Permission and confirmation of information received slip with £15.00 deposit
- Parental Consent Form (Form 3)

By 21st February 2020:

- Request for financial help to school office

When your permission slip and deposit is received you will then receive a payment card outlining the remaining instalments required, either three instalments of £25.00 or if you wish to pay in full this is also acceptable. If you wish to pay by BACS, please speak to the office for the account details.

Any questions about forms or payments, please speak to Sharon in the school office.

Many thanks



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Information Pack



The Springhead Trust Residential Visit – 29th April - 1st May 2020

The enclosed pack has been put together to provide you with information regarding the Year Four Residential trip to The Springhead Trust, Fontmell Magna, near Shaftesbury.



Information Pack:

We are keen to ensure you have received all the information you need and would be very grateful if you could check the following list of attached information:-

- General Information about Springhead
- Programme
- Sample Menu



If you are missing any of the above, please contact the school office.

To discuss any medical issues and/or medication, please see Mrs Williams or Mrs Marsh. A reminder that May is hay fever season, please ensure that we have any necessary medicine if your child is likely to suffer from hay fever. We will be out in the beautiful countryside each day so we do not want the children's trip to be spoilt by any symptoms!

Thank you for your support, we are sure that the children will have a very enjoyable visit.

THE SPRINGHEAD TRUST 2020

Here are just a few notes about our visit to Springhead Trust on Wednesday 29th April - Friday 1st May 2020.

- ☺ We will leave school at approximately 9.30 am on Wednesday 29th April. The journey to Springhead takes about 1 hour.
- ☺ We will leave Springhead at approximately 1.15 pm on Friday 1st May and will be back at school for an early pick up at 2.30 pm.

What does my child need to bring with him/her?

- ☺ A packed lunch for Wednesday - as children tend to eat like giants when they go on a trip, I suggest they have a good selection of food and some extra drink (in **named** containers please). They will need a small **rucksack** for carrying their lunch etc. during the day. Please do not forget a water bottle.
- ☺ Wash kit with 2 towels - 1 bath and 1 hand towel.
- ☺ **Wellington boots** for river dipping (essential)
- ☺ **A pair of comfortable (not new) walking shoes, boots or trainers** for outdoors and an extra pair of indoor shoes/trainers - they will not be able to participate fully without these.
- ☺ A bin liner or plastic bag for wet clothes.
- ☺ Warm outdoor clothing that is old and able to get dirty! I suggest layers of clothing as this will help them adjust to whatever temperatures we get. They also need to bring a **waterproof coat**. We recommend three changes of clothes in case children get wet and/or very dirty.
- ☺ Waterproof over trousers are useful if they have a pair, but it is important that they bring at least **2 pairs of full length trousers and some long socks.**
- ☺ Torch
- ☺ Sunscreen - with name on.

IT IS VITAL that children have suitable clothing as they will not be able to do the outdoor activities without them and may have to return to school.

- ☺ **Please ensure everything your child brings is named.**

What is the Springhead Trust like?

It is a Grade II listed 18th Century Mill with spring filled lakes and stunning gardens.

- ☺ We will be staying in the Springhead buildings. The rooms are warm and comfortable, many are en-suite. The children will be in bunk beds, with between 4 and 10 to a room. All bedding is provided. The building is well lit and secure. Staff will check that it is locked at night and we will be given a set of keys. There is a separate dining area for meals.
- ☺ The buildings are set in wonderful grounds with ducks and swans in the lake. We will work both indoors and outdoors and have a large indoor room available to us in the main building.

Will my child be safe?

- ☺ We will have a Springhead member of staff with us throughout the teaching sessions and there will be the following adults ...

Mr Kay - Mrs Marsh - Mrs Williams - Mr White - Mrs Legg

- ☺ There will be a safety and fire procedures briefing for all children and adults on arrival.
- ☺ There is a qualified first aider present at all times and we will be bringing a school kit with us plus all your consent forms.
- ☺ Please bring medication for your child in a named bag and see **Mrs Williams or Mrs Marsh** regarding any medical conditions and/or administering of medicines.
- ☺ We have access to a telephone at all times.

What will they eat?

- ☺ They will bring a packed lunch with them on the first day.
- ☺ The evening meals are set and are very child based. I have included a sample menu. We need to know if your child has any dietary requirements.
- ☺ The breakfast will be filling - cereals, toast, fruit and juices are on offer.
- ☺ They have a choice for their packed lunch on the second and third day which they will make themselves - see enclosed sheet.
- ☺ We hope to be cooking marshmallows around the bonfire.

St Mary's Catholic First School

The Springhead Trust Residential – 29th April - 1st May 2020

Programme

Wednesday

Arrival (approx 10.30 am)

Manager of The Springhead Trust - welcome talk

Lunch

Orienteering

Bug hunt/Leaf hunt/ID.

Night walk

Thursday

Shelter building in groups

Woodland and downland walk

Habitat comparisons

Bonfire/games

Friday

Wet!

Pond dipping and a fun end to the trip with egg boat racing.

Lunch and coach home.

The Springhead Trust 29th April - 1st May 2020

SAMPLE MENU FOR ST MARY'S CATHOLIC FIRST SCHOOL

Breakfast

Choice of cereals
Toast with choice of jams, marmalade, marmite, honey
Breakfast juice and milk

Packed Lunch

(Thursday and Friday)

Sandwiches (**children make their own!**)
Choice of fillings: grated cheese, sliced ham, tuna mayo, sliced cucumber and tomatoes, pickle, marmite, salad cream, mayonnaise etc.

Choice of crisps
Chocolate biscuit
Piece of fresh fruit
Carton of juice

Supper

Wednesday

Farmhouse sausages with onion gravy, mashed potato, carrots and peas

Or

Vegetarian sausages with above

Pudding - Mini chocolate trifle

Late night snack – Apricot flapjack

Thursday

Carbonara pasta bake with mixed salad

Or

Cheesy pasta with salad

Pudding – Raspberry jelly and ice cream

Late night snack – Cup cakes

(This menu may be subject to some variation)

Year Four Residential Visit to The Springhead Trust

29th April – 1st May 2020

Permission to attend:

I give permission for my child to take part in the visit to The Springhead Trust from 29th April – 1st May 2020

I understand that this trip will cost £90 in total.

I enclose a deposit of £15

☐

(Please enquire at the school office if you need financial help towards the cost of the trip by 21st February 2020)

Information Pack - I confirm that I have received:

▪ General Information

☐

▪ Programme

☐

▪ Sample Menu

☐

Signed
(Parent/Guardian)

Date



FORM 3

Unit Name: St Mary's Catholic First School, Lucetta Lane, Dorchester DT1 2DD

PARENTAL CONSENT FORM (for Children and young people under the age of 18)

The purpose of this form is to obtain your consent for your son/daughter to take part in the proposed event

DATA PROTECTION

Dorset CC is a Data Controller for the purposes of the Data Protection Act 1998. This Act regulates how we obtain, use and retain information about individuals.

The information you supply is being collected for the purpose of gaining your consent.

When you sign or complete this form you are providing your consent to Dorset CC holding your personal information for this purpose. This information is used only for the purposes for which it is given and is not passed on to a third party.

DETAILS OF PROPOSED EVENT

Event: Year 4 Residential visit to The Springhead Trust, Fontmell Magna, Shaftesbury, Dorset, SP7 ONU. **Date:** 29th April - 1st May 2020

Any additional information: Cross curricular links with Science: Habitats, Forest School. PE: Orienteering, History: Ancient Greeks.

Involves nature walks, pond dipping, orienteering etc.

ACKNOWLEDGEMENT OF RISK

This event poses additional risks to those encountered during a normal day. We have assessed those risks and believe that the planning undertaken and systems agreed to control and manage the risks have reduced the chance of harm to an acceptable level.

To help with safety all participants are expected to behave in a responsible manner at all times during the event. They must take direction from any leader and follow all instructions or guidance given.

Details of planning and risk assessment are available on request.

P.T.O.

CHILD OR YOUNG PERSON'S DETAILS	
Full name:	
Home address:	
MEDICAL / EMERGENCY CONTACT INFORMATION	
In an emergency I can be contacted:	Email: _____ Mobile: _____ Home Tel: _____ Work Tel: _____
If unavailable contact:	Email: _____ Mobile: _____ Home Tel: _____ Work Tel: _____
Our family doctor is:	Name: _____ Surgery: _____
Dr's Tel No:	
<p>Medical Information.</p> <p>Please provide detail of all medical conditions and illnesses and any treatments required to maintain health. This information helps us to keep your child safe.</p> <p>Other information.</p> <p>Please provide any other information that may affect the safety of your son/daughter or any other persons and/or the organisation and success of the event.</p> 	

CONSENT DECLARATION

I, being the parent / guardian of the child/young person named at the head of this form, have received full details of the event, am satisfied with the arrangements and give consent for him / her to take part in the proposed event.

I give consent for him / her to receive emergency medical treatment, including anaesthetic, as considered necessary by any medical doctor present, should the need arise. I have provided detail of all medical conditions and illnesses and any treatments required to maintain health.

Any other information that may affect the safety of your son/daughter or any other persons and/or the organisation of the event has been provided to the organiser.

Print Name:

Relationship to child/young person:

Signature & Date: