



2nd February 2018

Dear Parents/Carers,

Re: **Condover Hall Trip - Final**

We ask that you read the information carefully as there are numerous changes to previous Yr5 Residential Trips and keep the details for future reference.

**Monday 19<sup>th</sup> February 4.30 until 6pm Bag and Medication drop off** - Drive onto the school's playground and enter the building by the side door nearest the hall. The school grounds will be exceedingly busy due to Gymnastics club and general public using the Pendleton Centre so please be extra cautious of pedestrians and car speeds. Luggage tags for your child's kit bag will be ready in the foyer outside the hall. Thank you.

**Medication** - Please hand in any medication with attached form. Boys to Mrs Craig and girls to Mrs Chillman, this is to include spare asthma inhalers and travel sickness tablets for the return journey. They will be at the "Bag Drop Off" on Monday 19<sup>th</sup> February evening. Should your child need medication whilst on the visit the attached form must be completed and handed in with the medication. All medication must be named and in a clear sealable plastic bag such as a freezer bag.

**Tuesday 20<sup>th</sup> February** - Children will need to meet in the School Canteen at 8.30am with their backpacks. School uniform is not needed; pupils should be wearing clothing suitable to participate in an outdoor, cold activity at Condover Hall for this day. We recommend children wear 1 warm thin layer of clothing topped off with a fleece suitable for the weather conditions with another thin layer packed in their backpacks which can be slipped on at lunchtime. They must wear their walking boots to school. They should have a warm waterproof coat packed in their backpacks along with waterproof trousers, hat, scarf/snood and gloves, card games, reading book, comic, a pen, a pencil **and a refillable sports bottle of water.**

**Lunch on Tuesday 20<sup>th</sup> February:** - **A packed lunch is required** which we will eat on our arrival at the centre. We will stop for the required comfort breaks on route.

**Please do not give your child any nut products as a snack** as we have quite a few allergy sufferers on this trip and Condover Hall is a nut free establishments. Thank you

**Arriving at Condover Hall**

The school will be notified of our arrival by Mrs Allan, thereafter the school will send a "Groupcall" informing all parents/carers. Please do not phone the school office. Our expected arrival time will be 1pm traffic permitting.

**On the Visit** - Children are not to bring radios, electronic games, mobile phones, deodorant sprays (they set off the fire alarms), sweets, chocolate, nuts, or chewing gum.

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Principal: Mr A Prior

**PLEASE NAME ALL CLOTHING AND FOOTWEAR.** Named items of lost property from the trip will be handed back to the children via Student Services during the week following the trip. Un-named items will be disposed of.

**Contacting your child whilst they are away.**

You may wish to write to your child at:- Condoover Hall, Church Street, Condoover, Shrewsbury, Shropshire. SY5 7AU. Please mark the envelope on the top left:-  
Etonbury Academy 20-23

**Personal Family Emergencies-** If you have a genuine emergency and need to contact us at Condoover Hall the emergency telephone number is:- 01743 874932 9am-5pm or Out of Hours emergency contact mobile number is;- 0743 2659 094.

**Friday 23<sup>rd</sup> February** - We will arrive back at Etonbury at approximately 4.30 pm. All parents/carers are required to collect their child from their Day Leaders in the Hall and be signed out before leaving the school premises at this time. Cars should be parked on the School playground and to avoid congestion with other pupils leaving the site **do not arrive before 4.15pm**. Access before this time will not be possible. It is important that all parents follow these procedures as we have found through experience that this is the safest way to manage such a large number of people and vehicles. We will be travelling on three Landmark coaches who have trackers on board. So if you have access to an internet connection you can track our progress home. Please select the "Vehicle Tracker" tab on their home page. The website is [www.landmarkhire](http://www.landmarkhire).

Please **DO NOT** contact the School office for an expected time of arrival. If for any reason there is a delay of more than half an hour a text message will be sent to parents.

If a problem or illness arises during the week before the trip and you need to speak to a member of staff, please leave a message as soon as possible on the School's sickness line. Also a member of staff will be available from 7.30am on Tuesday 20<sup>th</sup> February 2018 to help with your inquiry.

Yours sincerely



Mrs S Allan  
Trip Leader

Pupil's Full Name:

Class: .....

Date of Birth: .....

I \_\_\_\_\_ the parent/carer of the above named child with the Principal of Etonbury Academy or a deputy nominated by him to administer medicine to my son/daughter/ward in accordance with the official instructions supplied therewith and in consideration thereof, I hereby undertake to supply the necessary medicine and instructions to the Principal and to indemnify and hold harmless the Principal/his deputy and Central Bedfordshire Council against any claim of any nature whatsoever arising from the administration of the medicine.

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Signature of Parent/Carer: ..... Date: .....

Name of medicine:	
Exact dosages:	
Exact times when medicines should be administered:	
Dates when medicines should be administered:	
Name of Doctor/ Person who prescribed medicine:	