



30 November 2018

Dear Parent/Carer

Your child will be visiting the Milton Keynes Theatre on Tuesday 11th December 2018 and details for the day are as follows.

ARRIVAL AT SCHOOL

Pupils will need to arrive at School at the normal time and the coaches will be leaving at 12.00pm.

MEDICATION

If your child requires medication during the visit or to prevent travel sickness on the return journey, please complete the attached form. Please put the completed form and the appropriate medication in a named envelope or container and ask your child to hand this to me first thing in the morning.

If pupils carry their own inhalers they are responsible for their safekeeping

FOOD AND DRINKS

All pupils will need to bring a packed lunch into school, which they shall be eating before the coaches depart. Any pupils in receipt of free school meals will be provided with a packed lunch. Pupils must not bring glass bottles or fizzy drinks of any kind. No chewing or bubble gum is allowed.

CLOTHING

Pupils are required to wear their normal school uniform on the day and bring their equipment needed for morning lessons.

POCKET MONEY

Pupils can bring some money with them for a snack/drink during the interval. Unfortunately it can be incredibly busy so we cannot guarantee that all of the pupils will get the opportunity to purchase something during the short interval. **Pupils do not need to bring mobile phones or electronic games with them.** It is a short journey and the group leader will have contact with the school with any necessary updates.

RETURN TIME AT SCHOOL

We expect to be back at Etonbury Academy at approximately 4.30pm (traffic permitting). Please do not call the School office for confirmation, we will send a text message if there is any significant change in time. On return, pupils will be taken to the Canteen where they will be dismissed from their group leader. **Please make arrangements for your child to be collected as it will be dark when we return and they will not be allowed to walk/scoot/cycle home alone.**

Stotfold Road
Arlesey
Bedfordshire SG15 6XS

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W www.etonbury.com

Principal: Mr Ian Evason

On the day we expect the same high standard of behaviour as at school. Any instructions we give are in the interests of the pupils and we expect them to be followed.

We look forward to an enjoyable day.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'T Smyth', written in a cursive style.

Mrs T Smyth
Trip Organiser

Etonbury Academy – Medical Form

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.

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:	