



Wednesday, 10 April 2019

Dear Parents / Carers,

**Hollowford Centre, Castleton Residential Visit: 23<sup>rd</sup> – 26<sup>th</sup> June 2019**

Here are some further details regarding the above visit:

Your child will be expected at the **Hollowford Centre in Castleton** between **4pm – 4.30pm** on **Sunday, 23<sup>rd</sup> June**. Do not arrive any earlier as there will be no staff available to supervise.

In the initial letter it was explained that parents are responsible for organising their child's arrival at the centre but school will bring the children back to Cavendish on Wednesday at approximately 3.15pm (we will send a ParentMail notification to update you). Several parents have kindly offered to transport other pupils but please organise this amongst yourselves. Also, ensure your child has had lunch on the Sunday, but all other meals up until Wednesday lunch-time, are provided by the centre.

Below is a suggested kit list. From experience, we find the most important items are a waterproof jacket (unfortunately) and a strong pair of shoes or boots (not brand new; please make sure your child has "bedded them in" beforehand). Clothes need to be practical rather than fashionable and please be aware items may get muddy, torn and sometimes lost.

**What to bring:**

- One set of clothes to wear outdoors per activity day, **not jeans**, fleeces are ideal
- Walking boots (can be provided if needed)
- Thick walking socks
- Waterproof top and bottoms (can be provided if needed)
- Hat and gloves
- Shorts
- Trainers or sandals for water activities – **not flip-flops**
- Small rucksack or sports bag
- Two sets of clothes for indoors
- Towel and wash kit
- Indoor footwear
- Sun cream and insect repellent
- Drinking water bottle
- Carrier bags / bin bags for dirty or wet clothing

**Any medication needs to be clearly labelled and handed into one of the school staff on arrival at the centre**

A Medical and Travel Consent Form and Code of Conduct is attached for the visit which must be completed for safeguarding reasons. The completed forms need to be returned to school by **Friday, 17<sup>th</sup> May** at the latest so we can pass this onto the Hollowford Centre.

I would also like to invite you to a parent meeting on **Wednesday 22<sup>nd</sup> May at 3.30pm** so that I can explain arrangements and answer any questions you may have. If you cannot get to the meeting and have any queries, please don't hesitate to contact me.

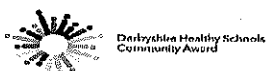
All letters, consent forms etc. will also be available on the school website –  
<http://www.cavendish.derbyshire.sch.uk/events-visits/school-visits/hollowford-residential>

I'm sure, once again, the visit will be a great success and everyone will have a wonderful and enjoyable time.

Regards,



Charlotte Varns  
Year 6 Teacher





# Cavendish Junior School

## Medical / Travel Consent Form

The information provided below will be shared with relevant staff at the Hollowford Centre for the purpose of keeping your child safe. The information will be retained for no longer than is stipulated in the school's data retention policy, a copy of which can be found on the website.

I give my consent for my child's personal information to be used for the purpose described above. Please note you have the right to withdraw this consent at any time and you can do this by contacting us at the address given below.

Tick here to confirm consent:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

For more information on how Cavendish Junior School uses data we hold about you, how long we keep it and you rights relating to it, e.g. to have it corrected, erased, restricted, transferred or to see your records go to our website at [www.cavendish.derbyshire.sch.uk](http://www.cavendish.derbyshire.sch.uk) or contact: Mrs Wood, School Business Officer, Cavendish Junior School, Edmund Street, Newbold Moor, Chesterfield, S41 8TD.

*This information is strictly confidential. It should be completed by parents / carers and returned to the school as soon as possible. Please ensure any medication, including inhalers, are handed in to school staff on arrival at the centre.*

Name of course:	Residential Visit – Hollowford Centre, Castleton	Date of visit:	Sun 23 <sup>rd</sup> June – Wed 26 <sup>th</sup> June 2019
Name of participant:		Date of birth:	
Tel No. Home:		Gender:	
Home Address:		Tel No. Mobile:	
		Family Doctor's name and address:	
Please state if your child suffers from any allergies and what form they may take:			
Has your child ever suffered from (if yes please give details):	Asthma		
	Epilepsy		



## Cavendish Junior School

### Medical / Travel Consent Form

	Diabetes	
	Heart condition	
Has your child been vaccinated for Tetanus? If YES please give the date of the last injection and any booster dose given		
Details of any other medical conditions requiring regular treatment or likely to make medical treatment necessary.		
Details of special diet (inc. vegetarian):		
I agree to my child participating in this activity and I understand the nature of the activities undertaken. I also agree to medical and dental treatment being given to him/her if required, including the administration of a general anaesthetic and to surgical operations in the case of an emergency, in accordance with the recommendations of a qualified medical practitioner.		
Signed:		Date:
Relationship to child:		



# Cavendish Junior School - Code of Conduct for Residential Visits

For the visit to be both beneficial and enjoyable for all, you are expected to:

## General expectations

- **Behave responsibly and show consideration for others, including fellow pupils, staff and members of the public.**
- **Follow all instructions.**
- Look after your own possessions and anything you borrow.
- Keep all facilities clean, tidy and undamaged.
- **Abide by any rules and regulations of the places we visit.**
- In the event of an emergency, follow emergency procedure instructions.
- Inform staff if you have any medical conditions or injuries.
- Inform a member of staff if you have any concerns about safety or security.
- Report any damaged or unsafe equipment.
- Wear appropriate clothing.

## On a coach or minibus

- Remain in your seat, unless given permission to do otherwise.
- Wear your seat belt.
- Stow luggage on the luggage rack or under the seat. Luggage should not block the aisle.
- Put litter in the bags/bins provided.
- Do not distract the driver – no shouting out, no flash photography etc.
- If you begin to feel travel sick, inform a member of staff.
- When waiting to get on or getting off, be aware of traffic movement and direction.

## Staying at the residential centre

- Read and understand all instructions about fire and safety procedures.
- Know the location of duty staff.
- **Follow any instructions about permission to leave the accommodation block**
- **Follow any instructions about access to parts of the centre**
- **Follow instructions about access to other people's bedrooms**
- Arrive on time for meals and meetings.
- Follow restrictions on the use of mobile phones, smartphones, tablets, cameras, music players, etc.
- **Follow rules about moving safely**
- **Follow rules about not deliberately causing noise and disruption, particularly that affecting other students / roommates**

## Excursions

- Remain in your designated group.
- Know which member of staff is your nominated leader.



# Cavendish Junior School - Code of Conduct for Residential Visits

## Sanctions

Failure to comply with any or all of this Code of Conduct (especially the ones in **bold**) could result in the implementation of the following:

- a. **One verbal warning**
- b. **The student's parent / guardian to be contacted to collect them. If they are unable to do so then members of school staff will drive the student home, in school time, for them to be collected at school. This would incur expenses for the staff car / time used. Furthermore, no refund will be given for any part of the residential visit the student misses.**

**I agree to abide by the above Code of Conduct.**

Young Person Signature..... Date .....

Parent/Guardian Signature ..... Date .....

