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Norwood Primary School

Gunthorpe Road

Gunthorpe

Peterborough

PE4 7DZ

Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

Aim High

Never Give Up

Follow Your Dream

Lead By Example

Thursday 21st June 2018

Dear Parents/Carers,

Burwell Residential

Our trip is nearly here! We will be leaving school at approximately 9.00am on **Monday 16th July**. Please bring your child to the school hall door via the playground with their belongings from 8:30am and make sure they are at school **by 8:45am**. Parents/Carers are welcome to stay and wave us off approximately at 9.00am. We are due to return by 3:30pm on Wednesday 18th July, please wait on the big school playground for us to return.

To ensure the safety of all the children we will hand your child to you on the school playground. The adults that will be joining the children are Miss Johnson, Mrs Cockerill, Mrs Sprouse (first aider), Mr Johnson (first aider) and Miss Hodgkins.

Attached to this letter is Burwell's Code of Conduct as well as another packing list. Any medicines your child may need should be sent in a named envelope, in the original packaging with its instructions. These can be given to **Mrs Sprouse** on **Thursday 12th July 2018**. No other medication should be packed – it must be given to a Norwood adult prior to the trip.

Please take particular note of the weather near to the date of the trip and pack the appropriate clothing items. Please ensure all items are named.

We will allocate dormitories for the children, ensuring that they have a say in who they want to share with and children will be informed of this upon arrival at Burwell.

Miss Johnson and Mrs Cockerill will be available after school (3.15- 3:45) on Thursday 5th July 2018 for an informal chat if you have any concerns or worries that you wish to discuss in any further detail prior to leaving. Please come into the Year 4 classroom once you have collected your child.

There is a very small gift shop on site. We would ask that you limit spending money to a **maximum of £5.00 in change**, in a **named** purse/wallet and given to Miss Hodgkins on the Monday morning.

Mobile phones are not allowed. If there are any problems all members of staff will have contact details and a text will be sent to all parents/carers to let you know we have arrived safely. Children are **not permitted** to bring valuables such as cameras or electronic games as they will be fully occupied for the whole trip. Children may bring a small snack box with some snacks for the evening (sweets, biscuits, chocolate bars etc.) but please ensure that these are **nut free**.

Miss Johnson Mrs Cockerill Mrs D Reynolds
Head Teacher

Mrs Sprouse

Miss Hodgkins

Mr Johnson

