



Hanley St. Luke's CofE Aided Primary School

18th April 2016

Dear Mums, Dads and Carers

Here are the final arrangements for our trip to Kingswood.

The activities that your child will be participating in at Kingswood Activity Centre, 27th – 29th April 2016 are:-

Raft Building	Zip Wire
Nightline	Archery
Mini Olympics	Scrapheap Challenge
Computer Module (Mission Maker)	Bouldering

We will be returning to school on Friday 29th April at 3.15pm (traffic permitting). Please can you be at school ready to collect your child promptly. If we encounter any problems or are likely to be delayed Mr Barlow is the contact person and he will be at school to keep you informed.

On Wednesday April 27th the children **DO NOT** need to come to school in school uniform or bring a school bag with them. On arrival at school they will put their cases in the IT Suite. Please can you remember to put their spending money in an envelope, clearly labeled, which can be handed in to a member of staff. Please do not put it in the case.

Please hand any medication and consent forms, including travel sickness medication in to Miss Facey on Wednesday morning, clearly labelled with exact instructions of dosage etc.

Your child will need a packed lunch for the picnic stop. Please can this be put in a carrier bag so it can be thrown away before continuing our journey. **No** glass bottles, sweets or fizzy drinks please in the picnic.

The telephone number of the Kingswood Centre is 01226 762285. This must only be used if you need to contact us in an emergency

We are looking forward to an exciting visit, which I am sure will be very rewarding for your child.

Yours sincerely

Mr M A Barlow
Headteacher

Medication Consent Form

Please use block print throughout.

Child's full name	
Child's date of birth	
Doctors : Name Surgery address Telephone No.	
Name of medicine	
Dosage, time to be administered, frequency and duration	
Expiry date of medicine	
Medication storage requirements	
Can the medicine remain in school (please circle)	Yes or No

Please see overleaf for record of administration.

Parent/Guardian Consent (please read and sign)

This task is being undertaken voluntarily and in a spirit of general care and concern. We will make every effort to administer this medication on time and as required. The member of staff responsible can make no absolute guarantees, and may decline to accept responsibility once they have read these instructions. If so you will be informed immediately.

If medicine is to be returned home daily it is the parent's responsibility to bring and collect the medicine from the school office or Nursery building at the beginning and end of each school day. Under no circumstances are children allowed to bring their own medicines into school.

Signed (Parent/Guardian)..... Printed

STAFF MEMBER. DO YOU UNDERSTAND EXACTLY WHAT IS REQUIRED?

YES/NO Signed Printed.....