



PGL Caythorpe Court

Friday 20th September – Monday 23rd September



Departure

- Children arrive at school at 8am
- Children take hand luggage to Oak Hall and wait there
- The coach will park on the yellow lines outside school. Please park well away from the school gates to allow space
- Parents wait at vehicle gates to load suitcase straight onto coach (please do not come down to Oak Hall)
- Aim to leave at 8.30am

Coach Journey



- Children should eat breakfast before coming to school
- Children requiring travel sickness tablets should take them before coming to school
- Children will need a rucksack with snack, named water bottle and travel activities eg. book, Top Trumps, cards, travel games etc
- No electronics allowed
- Stop at service station approximately 10.30am for a snack and toilet break
- At services – children stay in groups, not allowed to buy anything or play on machines
- Lunch served on arrival at Caythorpe Court

Typical Day

7.00 Get up - Breakfast

9.15 First Activity

11.00 Second Activity

12.30 Lunch

14.20 Third Activity

16.00 Fourth Activity

18.00 Dinner

19.30 Evening Activity

21.00 Bed time

21.30 Lights out



Activity Groups and Rooms



- Children have chosen 3 children they would like to share with - they are put in a room with at least 1.
- Rooms of 4 or 6
- Activity groups - max 12
- Children have at least one person from their list
- School adults accompany groups



Packing

- One small suitcase per child that they can carry - named
- No sleeping bag needed
- Name all clothing
- To help organise clothing – put each day's set of clothes in a labelled bag
- Put a list of the clothing packed in the lid of the suitcase for when repacking
- Do not over fill suitcases – children find it difficult to repack them
- Over ankle socks necessary for climbing activities
- Tops must cover shoulders
- Shorts should be knee length

Packing



- Waterproofs are essential
- No jewellery except for watches – no smart watches
- Include a letter for them to open when they unpack
- A few snacks allowed – not fizzy drinks, chocolate, fresh food, chewing gum or bubble gum



Medicines

- **Health form should have been completed**
- We will take the medicines we hold in school
- Children will need an extra inhaler or epi-pen from home – please do not put it in your child's bag
- Hand extra medicines to office by Wednesday 18th September
- All medication should be clearly labelled with child's name and class on the box
- There should be clear instructions including dosage and timings with the box – these should also be on the health form
- If a child takes multiple tablets at different times of day it's useful to put them in a compartmentalised pill holder (still send in the boxes)

Medicines



- Last minute medication and travel sickness tablets should be given to Miss Gardiner on the morning we travel. Please do not give medication to other adults or children
- Inhalers and epipens remain with the group during the day
- Do not put medication in your child's suitcase
- Do not hand in tablets/medication without instructions



Communication

- We will let you know via text when we arrive at Caythorpe Court
- Parents will only be contacted if a problem arises – please answer an unknown/withheld number whilst your child is away
- It is important we have your correct contact numbers
- During the stay we will attempt to upload photos to the Google drive (WiFi permitting)
- Children are not allowed mobile phones
- You may wish to put a letter in your child's suitcase for when they arrive.
- Please do not send letters or parcels to Caythorpe Court – they are unlikely to arrive before we leave

Behaviour



- Same expectations as in school
- Follow Behaviour policy
- Children may miss activities/free time if they misbehave
- If child consistently behaves in a way that puts themselves or others at risk you may be asked to come and collect them

General



- Staff going:
 - Miss Gardiner
 - Miss Powell
 - Mrs Lock
 - Mr Mitchell
 - Mrs Conner
 - Miss Harris
- Children will be split into activity groups – these will be accompanied by a member of school staff
- No extra money needed - £10 pocket money to spend in shop included in cost
- Children are responsible for their own belongings
- Bedding is not required
- Children will be taking part in a water activity – no swimming costume necessary – some groups will need to wear their water activity clothes on the coach



Return Journey

- Children will have breakfast before we leave
- We will stop for a snack on the way home (not lunch)
- Collect children at approx. 12.40pm from vehicle entrance gate
- Please help to get the luggage off the coaches – take to Reception playground
- Children go home for lunch
- Any significant changes to arrival times will be notified – please do not ring the school

Thank you very much for listening!

