



Meopham Community Academy

Part of the Pathway Academy Trust

Headteacher: Miss R Nicholson

Enjoy, Learn, Aspire

28th February 2019

Dear Parents,

Swattenden Trip - Wednesday 8th - Friday 10th May 2019

Please note the following information

- 1 **Please find attached -**
 - a a list of suitable items that the children should take
 - b proposed activity list - subject to change by the Centre
 - c consent form - this needs to be completed and returned by **18th March 2019**
 - d school disclaimer form - please complete and return by **18th March 2019**
 - e Swattenden Centre consent form - please complete and return by **18th March 2019**

- 2 **Telephone number**

The telephone number of the Swattenden Centre is 0300 0413900. The school mobile number is 07582 209241. It would be appreciated if you would **only** use these numbers in the case of an emergency. The teachers will have the school mobile with them, however, they will not answer it whilst supervising the children.

- 3 **Meeting for parents**

There will be a meeting for **parents only** on **Monday 25th March 2019** at 6.30pm. The staff will meet the children separately before the trip. It is advisable for you to attend this meeting, as minor changes take place from year to year.

- 4 **Adult supervision**

Mr P Hale (visit leader), Mrs S. Connor, Mrs M. Waterson (Wednesday - Thursday), Mrs S. Spittles (Thursday - Friday), Mrs L. Johnson and Mrs G. Wilkins will be accompanying the children.

- 5 **Parentmail**

Parentmail will be used as our form of communication in case of delays or group emergencies. Also, this service will be used during the week to keep you up to date on the children's activities. If you do not subscribe to Parentmail already, and would like to do so for the duration of this trip, please contact the school office.

If you require further information or have any questions please do not hesitate to contact me.

Yours sincerely,

Miss S. Dean
Educational Visits Co-ordinator

Tel: 01474 812259 **Email:** office@meophamca.com **Web:** www.meophamca.com

Address: Longfield Road, Meopham, Kent, DA13 0JW



Meopham Community Academy

Part of the Pathway Academy Trust

Headteacher: Miss R Nicholson

Enjoy, Learn, Aspire

Visit to Swattenden 8-10th May 2019

List of Clothing etc

Money The children do not need any additional money. Included in the cost of the visit is money to cover a small stationery souvenir pack from Swattenden.

Medicines Mrs Johnson will be taking responsibility for all medicines during the visit. If your child has to take any form of medication, please label it clearly with written instructions for administration and hand it in on the Wednesday morning of our departure. No child should carry any medicines of any kind. This includes asthma inhalers and epipens which will be held by the teacher leading each group. The children will be expected to administer their own medication under the supervision of a member of our staff.

Glasses If your child requires glasses, please ensure that he/she has them at Swattenden.

Clothing (List provided by the staff at Swattenden)

Summer list (please note, the children should have OLD clothes, not new). If the forecast is for colder weather please adapt accordingly.

Item of clothing	Number	Reason
Underwear	3	1 per day + 1 extra
Socks	3	1 per day + 1 extra
Long trousers	2	Can be worn more than once
Shorts	2	Good length for hot days (knee length)
T shirts	4	Good base layers - including at least one long sleeved top. (no strap tops)
Jumpers	2	light fleeces
Coat	1	Lightweight waterproof jacket
Shoes	3	Wellies, trainers (old), slippers. They should also have shoes which can get wet.
Toiletries	Towel, toothpaste, toothbrush, shower gel, flannel	You need to wash sometime! No aerosol cans please.
Sun cream	1	Enough for your stay
Water bottle	1	To keep you hydrated

Tel: 01474 812259 **Email:** office@meophamca.com **Web:** www.meophamca.com

Address: Longfield Road, Meopham, Kent, DA13 0JW



Meopham Community Academy

Part of the Pathway Academy Trust

Headteacher: Miss R Nicholson

Enjoy, Learn, Aspire

Item of clothing	Number	Reason
Hat	1	Thin sun hat / cap
Other	1	Pyjamas and dressing gown
Hair bands/shower cap	3	For children with long hair
Small teddy	1	If they wish
Camera	1	If they wish
Plastic bags	2	For muddy clothes!

All these items are plus what you are wearing on the day of arrival and are just a guideline not set in stone. All the above to be named and packed in a bag your child can carry. If your child is bringing along a camera, please ensure that this is named also.

Strictly no mobile telephones, tablets, electronic games.

All property must be clearly named. It must be understood that all property (including cameras and watches) is brought at owner's risk. The staff will be concerned with the children's safety and well-being during the visit and will not take time out to find lost items. Please also be aware that activities are all outside and so cameras may get wet or muddy.

In line with our Online Safety Policy, please may we remind you that if your child takes photos or videos during the visit that they should be kept for your personal use. If there are other children in the photo or video they must not be shared on social networking sites.



Meopham Community Academy

Part of the Pathway Academy Trust

Headteacher: Miss R Nicholson

Enjoy, Learn, Aspire

Visit to Swattenden 8-10th May 2019

Itinerary

Wednesday 8th May

9.00 Arrive at school via gates by Playpen and meet in Oak Hall

9:30/45 Leave school (parents welcome to stay and wave goodbye)

11.00 Arrive at Swattenden Centre (welcome/safety talk)

Mealtimes

08.00 Breakfast

10.30 Drink

12.30 Lunch

15.00 Drink

18.00 Dinner

approximately 20.00 Drink / shower/ bed

Friday 10th May

13.30 Leave Swattenden

14.30 (approximately) Arrive at school—children should be collected straight away

Possible onsite activities during week (timetable to be arranged by the Centre staff):

Low adventure course (tyres, rope bridge) Entrapment (web of ropes), climbing wall, rope swing, Archery, Trim trail (fitness exercises), Raft building, Orienteering, Bivowac building, Team challenges, Flag raiders, Night line (during day), Logs and planks, Zip wire.



Meopham Community Academy

Part of the Pathway Academy Trust

Headteacher: Miss R Nicholson

Enjoy, Learn, Aspire

Consent Form - Visit to Swattenden 8-10th May 2019

Name of child:

i I consent to my child taking part in a school residential visit to the Swattenden Centre

Signed:..... Date:.....

ii I consent to my child taking part in supervised activities including zip wire, raft building, adventure course and low ropes activities at an appropriate level, at the Swattenden Centre.

Signed:..... Date:

iii 24 hour contact telephone numbers in case of an emergency (please print) :

1. Name..... Tel No.....

2. Name..... Tel No.....

Please complete the following information

My child has the following medical conditions (including asthma, diabetes or any other)

.....
.....

My child has the following allergies:

.....
.....

My child has the need for the following regular medication (please give details):

.....
.....



Meopham Community Academy

Part of the Pathway Academy Trust

Headteacher: Miss R Nicholson

Enjoy, Learn, Aspire

My child has the following medical dietary needs:

.....
.....

My child has the following Additional Educational Needs (please give details):

.....
.....



Meopham Community Academy

Part of the Pathway Academy Trust

Headteacher: Miss R Nicholson

Enjoy, Learn, Aspire

Disclaimer Letter - Visit to Swattenden 8-10th May 2019

We will be taking the following medicines/medical items on the forthcoming visit. Please **sign against each item** that you are willing to be provided for your child. Please indicate those that you are not willing to be administered to your child.

Will you please ensure that this disclaimer letter is returned before **18th March 2019**.

Child's Name (printed please)

Liquid Paracetamol

Junior Ibuprofen

Antiseptic Wipes

Melolin sterile dressings

Micropore tape

Upset Stomach Liquid

Piriton Syrup

Plasters

Antiseptic fluid

Antiseptic cream

Bite Cream

Arnica Cream

My child suffers from travel sickness and I give permission for a Joyrides tablet to be provided before travelling (or similar child-friendly brand). If required, **please give your child a tablet before they leave you on Wednesday morning**; we will provide travel sickness tablets for the return journey on Friday.

.....



Meopham Community Academy

Part of the Pathway Academy Trust

Headteacher: Miss R Nicholson

Enjoy, Learn, Aspire

I agree to my son/ daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Child's Name

Child's date of birth:

Signed:.....(parent/guardian)

Date.....