



Frank Chapman Residential Visit Reminders and final arrangements

I thought I should drop you a line with the final arrangements for the trip to Frank Chapman on Monday.

- Children should arrive in school at the normal time of 8:55am to give staff enough time to take registers and ensure children are ready to depart.
- Pupils should go straight to the school hall with their cases - registers will be taken there.
- The coach will depart at 9:15am (no exceptions) so please be on time.
- Please remember any medication needed for the week (ie inhalers etc) - please bring this in a bag/tub clearly marked with your child's name and any instructions for administering the medication.
- A maximum of £10 spending money for the week - if you require staff to look after this, please provide this in an envelope/money bag marked with your child's name.
- We politely request that parents do not ring the Centre direct to speak to children as staff there are not able to accommodate these requests. Please direct any concerns you have regarding your child to the school office.
- Finally, no mobile phones or expensive gadgets (Ipods etc) as the school cannot accept responsibility for their safe return.

We expect the coach to return back to school by 3:15pm latest on Friday. If there is any change with this time, we will, of course, let you know in advance.