

T: 01462 416243
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Pix Brook Academy, Stotfold Road, Arlesey, Bedfordshire SG15 6XS

1st October 2019

Dear Parent / Carer

Year 5 Trip to Cadbury World (Final Details)

Your child will be visiting the Cadbury's World on Monday 14th October 2019. Details for the day are as follows:

ARRIVAL AT SCHOOL

Pupils will need to arrive at School at 7:45am and report to the hall. The coaches will be leaving at 8am. Please arrive at school promptly. Pupils arriving late will miss the trip.

MEDICATION

If your child requires medication during the visit or to prevent travel sickness on the return journey, please complete the attached form. Please put the completed form and the appropriate medication in a named envelope or container and ask your child to hand this to **Miss Broadbent** when we meet in the school hall. If pupils carry their own inhalers they are responsible for their safe keeping.

FOOD AND DRINKS

Pupils will need a packed lunch for the day and we suggest that they do not bring too many confectionery items. Please bring it in a named carrier bag so it can easily be disposed of. Pupils must not bring glass bottles or fizzy drinks of any kind. No chewing or bubble gum is allowed.

CLOTHING

Your child will need to be in school uniform and bring items appropriate for the weather conditions of the day, i.e. sun-cream and hat or waterproofs.

POCKET MONEY

Pupils may wish to bring small amount of pocket money and they will be responsible for its safe-keeping, we recommend no more than £5. Pupils do not need mobile phones or electronic games with them but if they are brought they will be collected as usual by form teachers before departure.

RETURN TIME AT SCHOOL

We expect to be back at Pix Brook at approximately 5pm (traffic permitting). Please do not call the School office for confirmation, we will send a text message if there is any significant change in time. You can track the coaches by visiting www.landmarkhire.com/vehicle-locator. Please ensure you make arrangements to collect your child upon return. The children will be taken to the hall to be dismissed by their group leader.

For the duration of the trip we expect the same high standard of behaviour as at school. Any instructions we give are in the interests of the pupils and we expect them to be followed. We look forward to an enjoyable day!

Yours faithfully

Mrs T Smyth
Key Stage 2 Teacher and Trip Leader

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REQUEST FOR THE SCHOOL TO ADMINISTER MEDICATION

The school cannot legally administer medication to your child without the written consent of a parent or carer. Please fill in all areas of this form and sign and date at the bottom.

DETAILS OF STUDENT

Surname: _____ First Name: _____

Form: _____ Date of Birth: _____ Sex: M / F

Please give a brief overview of the illness or condition that the medication is required for:

DETAILS OF MEDICATION TO BE ADMINISTERED

Name/Type of Medication: _____

How long will your child need to take this medication? _____

Dosage and method: _____

Times to be taken: _____

Side Effects: _____ Self Administration: Yes / No

Expiry date of medication: _____

YOUR DETAILS

Name: _____ Relationship to student: _____

Address: _____

Emergency contact number: _____

I confirm that all details are correct to the best of my knowledge and that I understand that this is a service the school is not obliged to undertake

Signature _____ Name _____ Date _____