

Kilve Court Parent Information Pack

Dates 13th – 15th September 2021

We hope your child is looking forward to their trip away from home. The following information is to help you prepare for the trip so please read it through carefully. If you have any further questions then please do not hesitate to get in touch with your class teacher.

Checklist

Completion Date	Action	
	Pay deposit: £45.00 by 31 st May 21 via Sims-Pay	<input type="checkbox"/>
	Hand in completed consent and medical form (attached)	<input type="checkbox"/>
	Pay first instalment (if necessary) £45.00 by 30 th June 21	<input type="checkbox"/>
	Pay in second instalment (if necessary): £45.00 by 31 st July 21	<input type="checkbox"/>
	Pay final instalment (if necessary): £40.00 by 31 st Aug 21	<input type="checkbox"/>
	Source additional kit list items	<input type="checkbox"/>
	Hand in any medications	<input type="checkbox"/>
	Pack <u>with your child</u>	<input type="checkbox"/>
As needed	Update class teachers of any changes (e.g. medical, emergency contact information)	<input type="checkbox"/>

Emergency Contact Information

At Kilve Court there is no mobile phone service, however there is access to a landline. In an emergency, we will contact you either directly or via the school as quickly as possible. On the attached form, please ensure you give details of an emergency contact for the duration of the stay. It is also imperative that you update us with any changes to these details prior to leaving.

If you have an emergency at home and feel you need to contact your child, then please use the following contacts, where a message will be passed on as quickly as possible.

St Mary's School (School Hours) 01454 867155

Out of School Hours (Mrs Scriven) To be provided closer to the date

Cost

The total cost of the trip is £175.00 Please ensure that you pay the correct instalments on Sims-Pay by the dates specified in the payment plan.

Dropping off and Collection

Drop off and collection times are the same as the school day. When dropping off your child, you may bring their luggage directly to the classroom, via the outside door where they exit at the end of the day. The children should line up as normal unless told otherwise. Parents are welcome to send the coach off, which leaves at about 10am. However, we cannot accommodate you within the school premises.

Personal Clothing and Equipment

A separate personal kit list is attached. Please ensure that your child has helped you pack their bag and is aware of any 'new' items you may have purchased for them. In order for your child to return with what they started with, please ensure that everything is clearly labelled with their full name. Please note that jeans are

not suitable clothing for outdoor activities and 'getting wet'. Also jewellery (earrings and watches) is not suitable for the activities being undertaken so should not be worn / taken.

Choosing the right bag is essential as your child will be required to carry it a short distance. Something with wheels would be advisable.

Mobile phones are not needed as there is no signal. Similarly, there is no need for other electronic items or valuables. There is a gift shop so a small amount of money (£5) can be taken.

Your child is responsible for all personal equipment at all times.

Food

For the day of departure, your child will need a packed lunch.

At Kilve Court, the cooks are known for their great food and they understand the need to eat well when enjoying the outdoors and participating in adventurous activities. In order for the centre to cater for your child, please ensure that the consent and medical form is completed thoroughly with any relevant dietary requirements e.g. vegetarian, gluten free. The catering staff are very accommodating, provided that they are given as much information from the start.

The room your child is staying in has a no food policy. Please do not send your child with any additional food as this will be removed and stored in the main building until the day of departure.

Medicines

To ensure we are able to look after your child whilst they are away, it is essential that you provide as much information as possible about their health. Therefore, please complete the attached consent and medical form as thoroughly as possible and return it by 9th July 2021. If any information changes, please let us know. These forms are confidential and will not be shared with anyone other than the relevant staff.

A member of St Marys staff will be in charge of ensuring that all children receive the right medication and will follow the schools medication policy, alongside the instructions given on the forms. Prior to the event, it may be necessary for them to get in touch to clarify some details.

If possible, in the week prior to the trip, please bring in any medications your child will need. These need to be in a plastic bag with your child's name clearly labelled. Where possible, the box for the medicine should be provided along with the information leaflet. Where a child needs an inhaler, please ensure that they bring two (one for their cabin / group leader to keep hold of and the other as a spare to be held centrally). A small amount of Calpol will be taken for children who may be unwell during their stay. The consent and medical form asks for you to tick if you are happy for this to be administered in your absence. If your child does become unwell, we will ensure you are contacted.

If your child requires any further medical assistance, the staff will act in accordance to the declarations on the consent and medical form and you will be contacted as quickly as possible.

Please note that travel sickness needs to be recorded on the appropriate section of the form, describing how best to control it. Where tablets are required for the journey home, these should be sent in the week before and listed in the medication section.

Other information

In the additional information section of the consent and medical form, it is important to let us know of anything that will enable your child to have a happy stay away. Therefore, please add in any other information that will be important to us looking after your child e.g. sleepwalker, wears pull ups at night, likes to have the light on to sleep. Again, this information will remain confidential and will only be shared with the relevant staff in order for them to support your child.