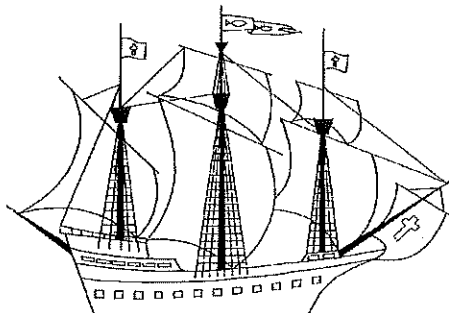

Dawpool C.E (Aided) Primary School

... Living the Fruit of the Spirit

*'The Fruit of the Spirit is Love, Joy, Peace, Patience, Kindness, Generosity, Faithfulness, Gentleness & Self Control'
(Galatians 5:22-23)*



Dawpool C.E. (Aided) Primary School
School Lane
Thurstaston
Wirral
CH61 0HH
0151 648 3412
schooloffice@dawpool.wirral.sch.uk
www.dawpool-ce.eschools.co.uk

Head Teacher: Mr D. Burrows MA, NPQH

25th June 2018

Dear Parents,

Oaklands is now fast approaching and we appreciate that you may have last minute worries. Please find enclosed in this letter as much detailed information as we can give you to ease those worries and help you to prepare for your child's departure.

The dates for the trip are Sunday 8th July-Tuesday 10th July 2018

Please find attached the following documents:

- A booklet containing information about the visit. This is written in a 'question & answer' format and will hopefully answer most of your questions.
- A kit list detailing everything that your child will need to bring with them.
- A Parent/Guardian consent form **(to be returned to Mrs Lee by Monday 2nd July)**
- A 'Request for Administering Medicines' form (only to be completed if your child requires medicines to be administered during the residential. This form and any medication should be handed to Mrs Earp before we depart on **Sunday 8th July**).

Departure Arrangements

The children should arrive at school at **8:45am on Sunday 8th July**, dressed in tracksuits, suitable walking footwear and a coat. They should bring their **one suitcase/ bag** straight into the hall, making sure there is nothing in there that will break or leak.

The only hand luggage the children will need to bring is as follows:

- **Any medicine (accompanied by the school's 'Request for Administering Medicines' form) that should be given straight from the parent to Mrs Earp.**
- **A packed lunch in a carrier bag.**
- **Please do not send your children with sweets** as there is a tuck shop at the centre which we will open daily at set times. This helps us monitor the children's sugar intake and ensures that food is not taken into the bedrooms.

'For I know the plans I have for you,' declares the Lord. 'Plans to prosper you and not to harm you. Plans to give you hope and a future.' (Jeremiah 29:11)

We will depart from school by coach at 9:15am. On arrival at Oaklands, the children will be briefed by the centre instructors and kitted out with a list of clothing. Each piece of kit is colour-coded and numbered so that the centre can keep track of all equipment, therefore please stress to your child that it is their responsibility to look after their kit carefully.

Oaklands Activities

The range of activities available at The Oaklands Centre is wide and varied. During the course, the children will have the opportunity to engage in a selection of the following activities:

- Hill Walking
- Rock Climbing
- Abseiling
- Gorge Walking
- Caving
- Canoeing
- Problem solving
- Orienteering

The activities chosen are often determined by the weather or other additional factors. All activities are risk assessed according to Local authority procedures. If any medical emergencies should arise, all school staff and Oakland's instructors are first aid trained.

We have taken the decision not to allow the children to telephone home during our stay and for a variety of important reasons, **mobile phones are strictly prohibited**. All parent contact numbers are taken with us to allow us to call you if an emergency arises.

From Monday morning, 9th July, we hope to upload photographs of the activities onto the school's Twitter feed, '@DawpoolCofE'. Please ensure you have returned the attached consent form if you wish for your child to be included in these photographs.

We will arrive back on Tuesday 10th July at approximately 2:15pm. You are welcome to collect your child from school at this time. If there is any delay, we will inform school and keep you updated via the Twitter feed. Please find attached a kit list detailing everything that your child will need to bring with them as well as a **Parent/Guardian consent form**. Please return this form to Mrs Lee by **Monday 2nd July**.

Thank you for your co-operation in all of the above. We have attached a booklet which hopefully answers most of your questions. Please don't hesitate to contact us if you have any further questions.

Yours sincerely



David Burrows
Head Teacher

What activities will the children do in the daytime?

Likely events include:

- Hill Walking
- Rock Climbing
- Abseiling
- Gorge Walking
- Caving
- Canoeing
- Problem solving
- Orienteering

The activities chosen are often determined by the weather or other additional factors.

All daytime activities are led by Oaklands instructors. Outdoor evening activities are led by the school staff.

Safety is of paramount importance at the Oaklands centre. Oaklands staff hold outdoor qualifications at the highest levels and have first aid qualifications. All equipment is regularly maintained and inspected.

Operating within the Wirral Authority's Safety Policy, the Centre assures the highest standard of safety at all times. Oaklands is fully Risk Assessed for all the Outdoor Activities and is an Adventure Activities Licensed Centre (AALC) conforming to HSE regulations.

What activities will the children do in the evenings?

Likely events include:

- Night walk
- Team challenges
- Problem solving activities
- Production rehearsals
- Journal writing

Evening activities will be led by the school staff.

Are you going to make the children do all of the activities?

Children will be encouraged to take part in all the activities. There is enormous satisfaction in overcoming fears. The children are encouraged to support and motivate each other. Activities are designed to allow children to take part at their own pace and level of confidence. In cases of severe anxiety, children will not be forced to take part.

How much free time will the children get?

Children will be given small amounts of free time. We recommend the children bring a favourite reading book, magazine or puzzle book. (Please **no** electronic consoles, mobile phones, ipods, ipads or anything of value). **Mobile phones are strictly prohibited.**

Which staff members are attending Oaklands?

- Mr Burrows
- Mrs Lee
- Mrs Earp
- Mrs Young
- 3 Oaklands Instructors

Ratio of 1:5 for all outdoor activities.

Are staff available 24 hours a day?

School staff are available for the children 24 hours a day and will attend all activities.

How do I know how the children are getting on?

A selection of photographs of the children taking part in the activities will be available to view on Twitter **@DawpoolCofE** from Monday morning, 9th July. Please return the consent form to Mrs Lee by Monday 2nd July if you wish your child to be included in these photographs.

The children **must not bring mobile phones**. Parents should not attempt to make contact with their child, unless in an emergency.

Remember, no news is good news!

What if I need to contact my child in an emergency?

In an emergency, parents should contact school first. Out of school hours, the telephone number for the Oaklands Centre is **01690 710500**

Can my child be given medication?

All school staff and Oaklands Instructors are first aid trained.

School staff have parents' emergency contact details. Please ensure these details are correct before we depart.

All medication and the 'Request for Administering Medicine' form should be brought to school on the morning of **Sunday 8th July** and be handed directly to **Mrs Earp**.

What is the daily timetable?

Sun 8/7/18

8:45	Arrive at school
9:15	Coach departs
10:30	Arrive at Oaklands Health & Safety briefings / Fire Alarm Practice / Unpacking / Room Allocations / Group Allocations.
11:30	Lunch (Please bring a packed lunch)
12:00	Travel to Activity in North Wales
17:00	Return to Oaklands
18:00	Dinner
19:00	Evening Activities
22:30	Bed time

Mon 9/7/18

8:00	Get up – Wash, dress, pack equipment, housekeeping duties
9:00	Breakfast
10:00	Travel to Activity in North Wales
12:00	Lunch
12:30	Activities continue
17:00	Return to Oaklands
18:00	Dinner
19:00	Evening Activities
22:00	Bed

Tue 10/7/18

8:00	Get up – Wash, dress, pack equipment, housekeeping duties
9:00	Breakfast
10:00	Activity (usually at the Oaklands Centre)
12:00	Lunch
13:00	Depart from Oaklands
14:15	Arrive at school. Children can be collected.

What will the children eat?

Meals are provided at Oaklands by Metro Catering

Breakfast:	Full English breakfast. Cereal, Fruit Juice, Toast
Lunch	Packed Lunch. Sandwiches, crisps, fruit, biscuit, drink.
Dinner	Cooked evening meal and a dessert (e.g. Fish & Chips, Roast Dinner)

Please speak to the school staff before departure if your child has any dietary requirements.

Will my child need any spending money?

Children should bring no more than £10. The souvenir and tuck shop at Oaklands will open in the evenings. School staff will look after the children's

money out of shop opening hours to ensure it doesn't get lost. All spending money should be given to **Mrs Young** on the morning of **Sunday 8th July**. Ideally, children should bring coins instead of notes. Spending money should be stored in a named purse or a wallet.

Can the children take any food or sweets?

No. All food will be provided by Oaklands. The Oaklands Centre has a strict policy regarding food items being consumed out of the dining area. There is strictly no eating in the dormitories.

Will the children be split into groups?

The children will be split into 3 groups for all outdoor activities and housekeeping tasks. The children will be consulted about their groups beforehand and we aim to ensure they're with close friends during the activities.

What are the sleeping arrangements?

Children will be split into single sex dormitories. The dormitories accommodate different numbers of children and they will be allocated rooms on arrival at Oaklands. School staff will be allocated rooms in close proximity to the dormitories. The children will not be allowed to spend free time in the dormitories. Dormitories are for sleeping only!

What are the housekeeping arrangements?

The children will work in their groups on the following housekeeping duties:

- Dining room duties
- Tidying communal areas

Is there anything else I need to do?

Please ensure that the 'Parent / Guardian Consent Form' and the 'Permission to include photographs on Twitter' is returned to **Mrs Lee** by **Monday 2nd July**.

Ensure that all items on the kit list are packed and, where possible, named.

On the morning of **Sunday 8th July**, give any medicines and 'Medical Administration Forms' to **Mrs Earp** and any spending money to **Mrs Young**.

Do you have any other questions?

If you have any further questions, please don't hesitate to ask. Most importantly, please don't worry!



Suggested Kit List for Weekend or Split Week Residential at Oaklands

Dawpool CE (A) Primary, during your course from Sunday, 08 July 2018 to Tuesday, 10 July 2018. Oaklands can kit you up with all specialist equipment, including waterproofs, fleece jumpers, wellies, boots, etc.

We do some pretty crazy things so it's **better to bring older clothing** for the activities! You are also likely to have to walk from your coach to the Centre (about 1/2 KM so make sure you have some good shoes on and a jacket on your coach trip to the Centre! If arriving in the evening it is also worth having a torch for the walk up the road.

Here's a list of the sort of things you'll need during your course:

- **Lunch and drink for your first day**
- 2 Warm sweaters
- Woolly/Warm hat
- Warm Jacket
- 3 T Shirts / shirts
- 2 Pairs of track suit bottoms or similar (not jeans!)
- 2 Pairs of thick socks (not trainer socks)
- 1 Pair of old trainers
- Slippers or soft indoor shoes
- Pair of shorts (summer)
- Nightwear
- Swimwear
- Underwear for 3 days
- Additional casual clothes for indoor use
- Some money for spending (the Centre has a tuck shop, which sells sweets, drinks and small souvenirs)
- Paper and pencil
- Large plastic bag for wet clothes
- Any medicine you take on a regular basis
- Toiletries (do not forget your toothbrush)
- Towel
- Torch

In the Summer

- Sun cream – Factor 20 at least

• Sunhat

- Sunglasses

In the Winter

- Extra socks and jumpers

Optional Items:

Camera (we do have digital cameras which are taken on activities, the photos are then given to your group leader at the end of the course)

Posh Stuff:

We would strongly advise you **not to bring** any jewellery, mobile phones (there is very little mobile phone reception anyway!) ipods, or any other electronic devices/posh stuff to the Centre, as it is very likely they will get damaged/lost during your course!

Return to Mrs Lee by Monday 2nd July.

Centre Code:
110549

Parent/Guardian Consent Form (Under 18's)

This document is provided to groups visiting Oaklands OEC as a preferred template for ensuring the Centre has the correct information to look after students during their Outdoor and Adventurous Activity Course. Visiting groups must ensure this information is gathered and presented to Oaklands staff at the start of a course, preferably on this template, or on an appropriately similar form.

Please use capital letters

Full name of child:

Date of Birth:

School/Organisation: **Dawpool CE (A) Primary**

Dates of visit: From: **08-Jul-18** To: **10-Jul-18**

Medical Information

Please answer the following as completely as possible, use the back of this page if necessary:

Please circle

- Is your child receiving medical treatment / taking any medication? Yes No
 - If yes please give details:
- Does your child have any allergies (e.g. penicillin, sticky plasters, peanuts)? Yes No
 - If yes please give details:
- Is there any other information/disabilities that may affect your child? Yes No
 - If yes please give details:
- Does your child have any special dietary requirements? Yes No
 - If yes please give details:
- Has your child been inoculated against tetanus within the last 10 years? Yes No
- Is your child a confident swimmer (i.e. 25m+ in a swimming pool)? Yes No

Use of digital photos/videos

We would like to take photos/videos of your child during activities which provide a fantastic record of your child's experiences at Oaklands. These will be given to your group leader as a record of your child's course. Oaklands would also like to retain images for use for publicity purposes, for example on our website www.oaklands-centre.co.uk

Please circle

- I agree to Oaklands taking photos/videos of my child Yes No
- I agree to Oaklands retaining/using appropriate photographs/videos for various publicity purposes Yes No

Emergency Contact Details

Your address: <div style="text-align: right;">Postcode</div>	Home: Mobile: Work:
Alternative Contact Name: Relationship to you:	Home: Mobile/Work:
Name of family Doctor: Doctors address: <div style="text-align: right;">Postcode</div>	Tel: NHS Number (if known):

Loss or Theft of Personal Property

Neither Oaklands Outdoor Education Centre, Edsential, nor staff, accepts liability for the loss, theft or damage to the personal property of any visitors to the Centre. Visitors should consider personal insurance cover.

Declaration:

I give permission for my child (named above) to attend and participate in an Outdoor and Adventurous activity course provided by Oaklands Outdoor Education Centre, part of Edsential. I understand that Edsential is insured in respect of its legal liabilities only, and that there is no Personal Accident Cover (Parents/Guardians should arrange their own cover if they consider it necessary).

I understand that the staff accompanying my child will be acting *in loco-parentis* during the course, I agree to my child receiving emergency medical treatment, including bloods and anesthetic, (*delete if appropriate*) as considered necessary by the medical authorities present.

Your name:

Signed:

Date:

(Parent or Guardian)

Notes about this information

This document will be treated as confidential, however will be shared with visiting groups staff, Oaklands staff, and (in the event of an emergency/medical treatment) medical personnel only.

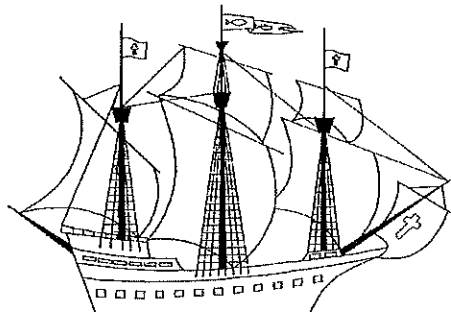
Blank forms are available online at www.oaklands-centre.co.uk

[https://edsential-my.sharepoint.com/personal/jelinda_thomas_edstantial_co_uk/Documents/Group Leaders Pack/Parental consent form With Photo Consent.docx](https://edsential-my.sharepoint.com/personal/jelinda_thomas_edstantial_co_uk/Documents/Group%20Leaders%20Pack/Parental%20consent%20form%20With%20Photo%20Consent.docx)

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Head Teacher: Mr D. Burrows MA, NPQH

25th June 2018

Dear Parents,

Permission to use photographs on Twitter

We would like to keep you in touch with what the children have been doing at Oaklands by sharing a few photographs of their activities. We have decided that the easiest way to share and view these would be via our Twitter account (@DawpoolCofE). You do not need to be signed up to Twitter in order to view our tweets – just visit <https://twitter.com/DawpoolCofE> and you will be able to see all our latest news, including any photographs we have uploaded. Please note that no names will be used.

We would like to ask your permission therefore to share photographs of your child in this way. Please return the attached form to Mrs Lee by **Monday 2nd July**. If we do not receive your permission, then unfortunately we will not be able to include photographs of your child in our updates.

Yours sincerely,

David Burrows

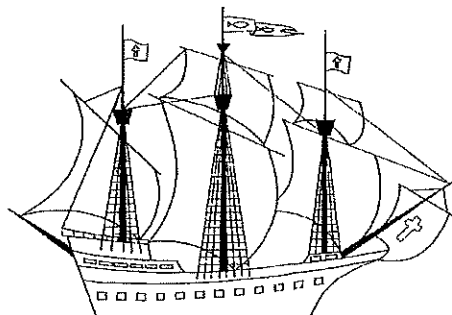
Head Teacher

'For I know the plans I have for you,' declares the Lord. 'Plans to prosper you and not to harm you. Plans to give you hope and a future.' (Jeremiah 29:11)

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Head Teacher: Mr D. Burrows MA, NPQH

25th June 2018

Please sign this form and return it to Mrs Lee by Monday 2nd July

Consent for use of Photographs on Twitter

I give permission for photographs of my child to be shared via the school's Twitter account.

Name of Child _____

Signed _____ Parent / Guardian

'For I know the plans I have for you,' declares the Lord. 'Plans to prosper you and not to harm you. Plans to give you hope and a future.' (Jeremiah 29:11)



Metropolitan
Borough of Wirral

Please return to Mrs Earp
With any medicines on
Sunday 8th July.

**PARENTAL AGREEMENT FOR SCHOOL TO
ADMINISTER NON PRESCRIBED MEDICINE (SHORT-TERM)**

The school will not give your child medicine unless you complete and sign this form. The school has a Policy that the staff can administer medicine. You are also agreeing to other appropriate employees of the Local Authority to administer medicine if authorised to do so by the school.

<i>Name of school</i>	DAWPOOL CE PRIMARY SCHOOL
<i>Name of child</i>	
<i>Class</i>	
<i>Medical condition/illness</i>	
<i>Name of Medicine (as described on container)</i>	
<i>Date dispensed</i>	
<i>Expiry Date</i>	
<i>Dosage and method</i>	
<i>Timing</i>	
<i>Special precautions/storage instructions</i>	
<i>Are there any side effects that the school should know about?</i>	
<i>Procedures to take in an emergency</i>	
<i>Name of person completing form</i>	
<i>Daytime telephone number</i>	
<i>Relationship to child</i>	

I understand that I must deliver the medication directly Mrs Earp and arrange for it to be collected by an adult at the end of the residential.

I understand that this is a service that the school is not obliged to undertake.

I understand that a non-medical professional, who has not been trained to give medication, will administer my child's medication, as instructed by the prescribing professional only.

Signed _____ Date _____