



SUNNYMEDE JUNIOR SCHOOL

The Meadoway, Billericay, Essex CM11 2HL

Headteacher: Mrs Ronnie Branch BEd (Hons). NPQH

Telephone: 01277 651364 Fax: 01277 634209

e-mail: admin@sunnymede-jun.essex.sch.uk

www.sunnymede-jun.essex.sch.uk

Dear Year 6 Parents/Carers

9th September 2015

2015 Kingswood West Runton Residential Trip (21st – 25th September 2015)

With the Kingswood trip just under two weeks away, we are sending you the itinerary for the week and another copy of the information sheet that we gave out following the Kingswood parents' meeting in July. We hope you find this self-explanatory but if you have any questions, please do not hesitate to contact us. Should you wish to find out more information about the activities the children are participating in, this can be found on <http://www.kingswood.co.uk/centres/west-runton>.

Should your child have a minor ailment whilst away, we can provide and administer **Calpol**, providing we have your written permission to do so. Please complete the slip below and return as soon as possible (by Friday 18th September). Prescribed medication or any other medication you feel your child needs (e.g. travel sickness pills) should be brought into school by Friday 18th September in sufficient quantity to last the week. We will need you to complete the 'Request to Administer Medication Form', giving us details of the medication, dosage and frequency. This form can be downloaded from our school website, located in the 'Letters' tab. Hard copies are available from the main school reception. Please can you also put into writing any other medical issues or dietary requirements that you think we should know about prior to the trip taking place.

Children are allowed to bring pocket money for the trip; between £5 and £10 is sufficient and no more than £10. This must be put in a labelled purse/wallet/container and sent into school before Friday 18th September

Children need to arrive at school on Monday 21st September at the usual time (8.45am) with their luggage and parents will need to leave the playground when the bell goes. We will be leaving at around 10am if parents would like to return to wave their children off (the coach will be on Mons Avenue at the bottom of the playground). You will not be able to park on the school playground and will have to park in the side roads nearby.

We, as well as your children, are looking forward to what appears to be an action-packed trip!

Yours sincerely

Catharine King, Laura Maclean and Emma Bicheno

Kingswood West Runton Trip Leaders



CALPOL – PERMISSION TO ADMINISTER

- I **give** permission for a member of the school staff to provide and administer Calpol, if needed, to my child whilst he / she is on the school trip to Kingswood West Runton
- I **do not give** permission and will supply an alternative clearly labelled

Signed

Date

Child's Name

Class