



**Hayeswood
First School**
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Headteacher: Mrs. P.M. Gerrett
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21st January 2013

Leeson House Residential Visit 2013

Dear Parents,

As you know we are planning to take the children to Leeson House on Wednesday 10th July returning on Thursday 11th July 2013. We hope this will be a very enjoyable and memorable experience for the children.

STAFFING

Mrs Richardson, Mrs Muncer Mrs Kirby and Mr Naden will accompany the children for the duration of the visit and we are very grateful to the staff to make this visit possible. This gives a staff ratio of 1:8. Some of the daytime sessions will also be led by one of the staff at Leeson House.

ACTIVITIES

During the visit we will take part in a variety of activities including:

- Walking to the coast at Dancing Ledge,
- A visit to Corfe Castle
- Pond dipping
- Team building games

All of these activities will be fully risk assessed and we will share these with you prior to the visit.

DOMESTIC ROUTINE

Morning

A rising bell is rung by Centre staff at 7:30am. School staff provide supervision as children get washed, dressed and organised for the day and bedrooms are tidied.

Breakfast is at 8:30am

Lunch

A packed lunch will be provided Thursday with rolls, crisps, chocolate bar and a drink.

Afternoon

Children will be expected to wash and be ready for their evening meal at 5:30pm.



Evening

Children lay tables for breakfast next day, before their evening activities.

There is a shop at Leeson House which sells small souvenirs. The shop will be open at some point during our visit.

OVERNIGHT

Normal routine for Leeson at bedtime is that the children are given half an hour to wash and be in their dormitories, after which all but night lights are put out and quiet is expected until the rising bell. School staff will supervise this.

SLEEPING ARRANGEMENTS

Children will sleep in small dormitories. The girls will be on one floor, the boys on the other with members of staff on each floor. There is ample storage space in the rooms, toilets and separate showers on each floor.

FIRST AID/ILLNESS/SAFETY

A member of the school staff will attend to any first aid issues. There is no permanent sick room at Leeson so a child with a more serious complaint would be sent home. You must ensure that over the two day stay there is a contact number where you can be reached should the occasion arise.

We are fortunate that Mrs Kirby and Mrs Muncer have a current first aid certificate in addition to the qualified Leeson staff.

A fire drill is performed the first afternoon of our stay so that everyone is aware of the procedures.

Any medication that your child may need, eg asthma inhalers (clearly marked) will be the child's responsibility to carry with them.

FOOD

A packed lunch from home will be required on the first day but thereafter all meals and drinks will be provided. The food at Leeson is of an excellent quality and is served to the children at their tables by the Centre staff. The centre has asked for details of any children who require any special diet, such as vegetarians, vegans or for reasons of health. Please complete the slip at the end of the letter if this applies to your child. Please do not complete this with children's preferences e.g he doesn't like sprouts! Be assured that the menu will have something for everyone and no one will go hungry.

PAYMENT

We have managed to keep the cost to **£65** including coach costs. We will be required to pay a deposit shortly after the Easter holidays and therefore request **£20** to be sent in by **Monday 25th February 2013** with the completed permission and information slip. Further instalments can be made during the Spring and Summer terms. All outstanding payments will be required by **Friday 7th June or before if you prefer**. Please contact us if you need to speak to us about payment arrangements.

MEDICATION

Please clearly label all medicines with your child's name and required dosage. They should be handed to a member of staff when dropping your child off at school

MONEY AND VALUABLES

All valuables taken to Leeson are your child's responsibility. Cameras are allowed but a disposable one may be most suitable. A maximum amount of £5 is allowed for spending in the shop. This needs to be brought with them in a named purse and it is the children's responsibility. It would be helpful if they had it in change including 20ps and 50ps.

PACKING

Please pack all your child's belongings in two bags; a day bag with everything they will need for the first day (waterproof coat, sunhat, sun cream, lunch and a drink) Everything else should be packed

in an overnight bag. Ideally the day bag will be a comfortable small rucksack so that it sits on their back with two comfortable straps over their shoulders. Please do not bring ones that go over one shoulder. Please don't pack other items in the day bag as your child will have to carry it on our first walk.

There will be a meeting to discuss more details of this trip nearer the time. However if you do have any questions then please come and see us.

Yours sincerely,

P.M. Gerrett
Headteacher