

# Deansfield Primary School

Dairsie Road, Eltham, London, SE9 1XP

Tel: 020 8850 1218 Fax: 020 8294 2030

Email: [dfcontact@deansfield.compassps.uk](mailto:dfcontact@deansfield.compassps.uk)

Website: [www.deansfield.greenwich.sch.uk](http://www.deansfield.greenwich.sch.uk)

**Executive Headteacher:** Joanne Gordon

**Head of School:** Clara Daly



## Year 6 School Journey to Culmington Manor, Shropshire 28<sup>th</sup> October to 1<sup>st</sup> November 2019



- ◆ General Information
- ◆ Sample Activity Programme
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- ◆ Medical/Parent Consent Form
- ◆ Clothing List
- ◆ Code of Conduct
- ◆ Any Questions



THE  
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PARTNERSHIP OF SCHOOLS

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Alderwood - Deansfield - Halstow - Horn Park  
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May 2019

Dear Parents

## Year 6 School Journey – 28<sup>th</sup> October to 1<sup>st</sup> November 2019

This information pack aims to give you all the details you require for your child's School Journey trip to Shropshire.

### ▪ **General Information:**

Manor Adventure, Culmington Manor, Craven Arms, Shropshire SY7 9BY is renowned to be one of the best centres in England. Further information can be found on their website at

<https://www.manoradventure.com/culmington-manor.php>

Tel No: 01584 861 333: **FOR EMERGENCY USE ONLY**

### ▪ **Travelling:**

We ask you to bring your child to school at 8.20am as the coaches will be leaving promptly at 8.40am. The coaches leave the centre at 9.00am on the Friday so we will be back at school by approximately 2.00pm. Please arrange either to meet your child yourself or have your child met on their return to school. We will text you during the afternoon with updated information.

Executive 74-seater coaches are being supplied by Coach Hire 4u. They have Air Conditioning, DVD & Monitors, PA System, Luggage Capacity and Toilet.

### ▪ **Clothing/Other items to pack**

We have prepared a separate list of clothing your child will require. Other items which would prove useful are:

- A small rucksack and screw-top water bottle for taking on trips
- Personal items for the quiet hours – books, puzzles. **All personal possessions are the children's responsibility.**
- Cameras: photographs are always good to have but please ensure that your child knows how to use the camera. The throwaway types with flash are excellent and simple to use.

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## ▪ Medicines:

Please make sure that any medication is in a bag and clearly labelled with your child's name and instructions on dosage etc. This should be handed to the school office the week before the Journey. Medication prescribed late should be given to the class teacher prior to the departure on Monday morning with clear instructions on its use.

## ▪ Special dietary requirements:

Please let us know if your child has any special requirements.

## ▪ Mobile phones are not allowed.

- **If your child has any worries which are likely to affect their school journey** (other than the normal concerns about being away from home), please let us know before we leave.

## ▪ Keeping in touch:

**Please** write a 'positive' postcard for us to give to your child whilst away. Please provide this postcard together with another postcard addressed and stamped so your child can complete and post back to you. BOTH postcards should be brought to the school office at least two weeks before your child leaves for their school journey.

A final reminder that full payment for the journey must be made by the end of September. **PLEASE KEEP TO THE PAYMENT PLAN YOU HAVE CHOSEN. If any difficulties occur, please contact the school office without delay. Thank you for your support.**

Yours sincerely

**Mrs C Daly**

**Head of School**

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## Sample Activity Programme

	Morning	Afternoon	Evening
Monday	Travel	Zip Wire / Maze	Evening walk / games
Tuesday	Canoeing / Obstacle Course	Climbing / Orienteering	Fencing
Wednesday	Hill Walk	Blind Trail / Kayaking	Disco
Thursday	Caving	Abseiling / Archery	Camp Craft
Friday	Travelling home		

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May 2019

Dear Parent/Carer

## **SCHOOL JOURNEY TO Culmington Manor, Shropshire - 28<sup>th</sup> October to 1<sup>st</sup> November 2019**

The cost of the school journey this year will be **£318**. This cost includes all activities, return transport to and from Shropshire, accommodation, all meals and use of facilities.

We would like you to commit yourself to a method of payment, as this will help us in the collection and banking of monies. Full payment must be made at least two weeks before your child departs for the school journey. Once you have indicated your child's wishes to attend, we will advise the Centre to confirm the booking; we have been told by the Centre that they will levy a charge once the confirmation is received.

**PAYMENTS SHOULD BE MADE USING THE ONLINE PAYMENT SYSTEM SIMS PAY (formerly Agora). Please contact the school office if you have any issues logging in.**

Please let us know if you decide to vary your chosen payment plan.

Please indicate how you intend to pay:

1. **One off payment of £318 as soon as possible.** Please indicate when you will make your payment.
2. **Five monthly payments:**

	Month	Payment
1.	May 2019	£79.50
2.	June 2019	£79.50
3.	July 2019	£79.50
4.	August 2019	£79.50

Please make regular monthly payments to ensure you are on schedule.

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**Grants are also available** which help cover the bed and breakfast element of the journey if in September 2019 you are in receipt of one of the benefits which also makes your child eligible for Free School Meals:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods).
- Income Support.
- Income-based Job Seekers Allowance.
- Income-related Employment and Support Allowance.
- Support under Part 6 of the Immigration Asylum Act 1999.
- The guarantee element of Pension Credit.
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit.

However, you will still need to pay **£180.00** to cover the cost of the travel, the difference between the amount of grant available and the Centre cost and £5 pocket money.

**If you are sure that you are in receipt of one of the benefits listed above, please indicate below if you wish to make an application for the grant; the school office will be happy to process this for you at the appropriate time.** Please ensure that in September 2019 you provide the school office with proof of the benefit making you eligible for the grant.

**Please complete the slip below and return it to the Office by 7<sup>th</sup> June 2019, so that we are aware of your preferred method of payment;** we will expect you to keep to the schedule you have indicated. Please also ensure that the **consent form** is completed and returned to the school office with the slip attached.

If you have any queries please do not hesitate to contact the school office. We are sure the children will enjoy the fun, action packed week we have arranged for them.

Thank you for your support.

Yours sincerely,

**Mrs C Daly, Head of School**



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## SCHOOL JOURNEY TO Culmington Manor, Shropshire 28<sup>th</sup> October to 1<sup>st</sup> November 2019

Please complete and return to the School Office by **Friday 7<sup>th</sup> June 2019** please

I would like my child \_\_\_\_\_ Class \_\_\_\_\_ to go to the  
School Journey and I intend to make:

One off payment of **£318.00** and will pay on \_\_\_\_\_

**Four Monthly** payments of **£79.50 – May to August**

I am in receipt of a benefit which makes me eligible for a grant. The qualifying  
benefit is: \_\_\_\_\_

and I would like the School Office to apply on my behalf. I will provide the Office  
with evidence of my qualifying benefit.

I would like my child \_\_\_\_\_ Class \_\_\_\_\_ to go to the  
School Journey and I intend to make:

One off payment of **£180.00** and will pay on \_\_\_\_\_

**Four Monthly** payments of **£45.00 – May to August**

Signed \_\_\_\_\_

Date \_\_\_\_\_



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## Recommended Kit List (all kit should be labelled with your child's name)

Below is a recommended kit list for your residential stay at Culmington Manor. Please do not feel you have to go out and buy new clothes or shoes for the trip. Old clothes will be much more comfortable and new shoes could rub feet.

Please remember clothing must be taken in a suitcase or holdall. Each item of luggage must have the owner's name, address and school clearly labelled both inside and out. The luggage should be light enough to be carried unaided. All personal items should be marked in indelible ink with the owner's name. Boots and shoes must be suitable for rough walking and warm wind-proof clothing is recommended.

### Things you need:

- Luggage – please restrict this to one case plus one piece of hand luggage. (Metal framed rucksacks should be avoided as they are difficult to fit into the coach.)
- Sleeping Bag & Pillowcase.
- A drink bottle (essential in the summer).
- Torch (for evening walk).
- Rucksack.
- Toiletries etc. (please note deodorants must be roll-on, no aerosols).
- Old clothes for activity sessions – (long-sleeved shirts/jumpers, trousers / jogging bottoms (Not denim jeans), T-Shirts and closed-toe shoes are required for nearly all sessions so bring plenty). Clothes, shoes and underwear for other times.
- Waterproof clothing (jacket/trousers).
- Large plastic bag for dirty clothes.
- Bath towels x 2.
- Hat & Gloves in the winter.
- Sunglasses, sun cream and hat in the summer.
- Pyjamas and slippers.
- Swimming kit - if you have swimming on your programme.

### Useful items:

- Books, playing cards and other quiet activities. NO electrical equipment, i.e. mobile phones or handheld games.

### Useful notes:

- No jewellery (including piercings), except for stud earrings.
- No wellies.
- Denim jeans are not ideal for outdoor use

**Deansfield Primary School and Manor Adventure can't accept liability for the loss of any personal property taken on the school journey – so please don't bring any valuable items, expensive clothing and footwear, mobile phone, handheld games consoles etc. We're unable to store them and they won't be insured.**



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## School Journey Code of Conduct

We will:

- Do our best and work hard.
- Be polite and respectful to all adults and children
- Do as an adult tells us straight away.
- Be kind and helpful to each other.
- Always make the right choices.
- Listen clearly to all instructions and follow them carefully.
- Take care of all equipment and use correctly.
- Act safely at all times, setting a good example.

Failure to adhere to the above Code of Conduct will lead to a child being collected from the Centre at the parent's cost.