

# Deansfield Primary School

Dairsie Road, Eltham, London, SE9 1XP

Tel: 020 8850 1218

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

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

**Head Teacher:**

Clara Daly

**Acting Deputy Head:**

Karen Baldwin



**May 2023**

## **Year 6 School Journey to Culmington Manor, Shropshire 5<sup>th</sup> to 9<sup>th</sup> February 2024**

**Dear Parents and Carers,**

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



- ◆ General Information
- ◆ Sample Activity Programme
- ◆ Payment Letter
- ◆ Clothing List
- ◆ Code of Conduct
- ◆ Any Questions
- ◆ Medical /Parent Consent Form (hard copies will be available from the office)

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## 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 8.10am as the coaches will be leaving promptly at 8.30am. The coaches leave the centre at 10.30am on the Friday so we will be back at school by approximately 4.00pm. 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.

An executive coach is 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.

### ▪ 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.

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- **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.

Payments can be made via My Child at School (MCAS) in instalments. Please make the first payment by 30<sup>th</sup> June 2023 to confirm your child's place. Full payment for the journey must be made by 30<sup>th</sup> November 2023. **PLEASE KEEP TO THE SCHEDULED PLAN YOU HAVE CHOSEN. If any difficulties occur, please contact the school office without delay. Thank you for your support.**

## 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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Payment Letter:

The cost of the school journey this year will be **£360**. 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 by **30<sup>th</sup> November 2023**. Once you have indicated your child's wishes to attend (by making payment of the first instalment), 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 My Child at School (MCAS). 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 £360 by 30<sup>th</sup> June 2023.** Please indicate when you will make your payment.
2. **Six monthly payments:**

	Month	Payment
1.	30 <sup>th</sup> June 2023	£60.00
2.	31 <sup>st</sup> July 2023	£60.00
3.	31 <sup>st</sup> August 2023	£60.00
4.	30 <sup>th</sup> September 2023	£60.00
5.	31 <sup>st</sup> October 2023	£60.00
6.	30 <sup>th</sup> November 2023	£60.00

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 you are currently in receipt of one of the benefits which also makes your child eligible for Free School Meals:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- However, you will still need to pay to cover the cost of the travel.

**If you are sure that you are in receipt of one of the benefits listed above, please email the office and attach a copy of your eligible benefits or bring to the office if you wish to make an application for the grant of £138.00; the school office will be happy to process this for you at the appropriate time.** Please ensure that you provide the school office with proof of the benefit making you eligible for the grant by 11<sup>th</sup> September 2023.

If you have any queries, please do not hesitate to ask the office team, there will be a meeting on a date to be confirmed. We are sure the children will enjoy the fun, action-packed week we have arranged for them.



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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 & Pillow.
- A drink bottle.
- 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, t-shirts, trousers/jogging bottoms (Not denim jeans), underwear & socks. Pack plenty, some activities will be muddy and wet.
- Closed-toe shoes/trainers **x 2 pairs** – in case a pair gets wet children will need a spare
- Waterproof clothing (jacket/trousers) - ESSENTIAL
- Large plastic bag for dirty clothes.
- Bath towel to keep in the room
- Swim/old towel to take on activities
- Hat & Gloves.
- Pyjamas and slippers.
- £3 in coins, please do not exceed this amount. Children can use this in the tuck shop.

### 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.

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- Denim jeans are not ideal for outdoor use.
- It will be cold, so laying is a good idea, for example vest, T-shirt, jumper, coat.
- Extra socks are advised.

**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.**

## School Journey Code of Conduct

We will:

- Do our best and work hard.
- Be polite and respectful to all adults and children.
- follow instructions when asked to by an adult.
- 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.