

Ilsham C of E Academy



PGL Beam House

Residential visit
Wednesday 18th – Friday 20st October 2023

This booklet has been produced to assist with our forthcoming residential visit.

Inside you will find:

Details about staffing for the visit

Dates and timings

A kit list

Other useful information

If you have any queries about the visit, please do not hesitate to ask
Mrs Guntrip



LEARNING ACADEMY PARTNERSHIP (South West)

Pre Registration and Medical Form

The SOE3 form has been completed for every member of the party before the group departs – you should have already completed this prior to the summer holiday. The office will contact you if there are any forms outstanding. It is important to give a complete picture of any medical condition. Information will be treated in the strictest confidence.

Arrival and Departure times

Your child should arrive at school on Wednesday 18th October at the normal time, with a packed lunch, which they will eat once they have settled into their new surroundings. The coach will be leaving at 9.30am, so that we arrive at the centre at approximately 11.30am.

We will be leaving the centre at approximately 1.00pm on Friday 20th October. We aim for you to be able to collect your child from school at the usual time but please bear in mind the possibility of heavy traffic and unforeseen circumstances. We will endeavour to inform you of any delays.

Staffing

Mrs Guntrip and Mrs Crotty, our First Aider, will be accompanying our group and will be staying at Beam House for the duration.

Specialist instructors are used for all the activity sessions. These instructors hold the appropriate qualifications.

Meals

All meals will be catered for. The times for meals are as follows:

| | |
|---------------|--------------------------|
| Breakfast: | 8.00 am |
| Lunch: | 12.45 pm (approximately) |
| Evening meal: | 6.00 pm |

Packed lunch will be provided on the day of departure. If your child has any specific requirements, please advise via the SOE3.

Communications

We do not encourage phone calls from home as this often has an unsettling effect. One of our aims is for children to be independent during the residential period.

In an emergency, contact can be made via the Academy Office on 01803 292642. We have your contact numbers.

NO MOBILE PHONES PLEASE.



LEARNING ACADEMY PARTNERSHIP (South West)

Medicines

It will be necessary to provide details of medication in advance. Medicines must be handed directly to Miss Smyth when you drop your child off on the day of departure. You will need to complete a medical form when you arrive with your child.

If your child needs a travel sickness tablet, please administer in the morning before we leave. If you then give us a tablet and your permission via the medical form, we can administer on the return journey on completion of the form.

Please do not hesitate to speak to a member of the office team if you wish to discuss your child's medication.

Sickness or Injury

In the very unlikely event that an individual may require medical attention, they will be taken to the nearest medical centre in Torrington.

In the event of your child contracting a contagious illness, you will be required to collect your child from Beam House to seek appropriate medical treatment.

Responsibilities

- Staff are responsible for administering medicines.
- Children will be responsible for all their belongings. Please make sure that personal items are clearly labelled where possible.
- Children will be responsible for their behaviour around the centre and towards others to ensure that the visit is enjoyable for all.
- Children will be responsible for their behaviour at bedtime. Lights out is a strict rule. Both staff and children need sleep.
- Children will be responsible for following the centre rules.

Rooms

Children will be responsible for their rooms. Every child will have their own bunk bed. There are a range of dormitories where girls and boys will sleep separately. They will also need to bring a **sleeping bag and a pillow**.

Risk Assessments

The Academy will complete the necessary risk assessments and Beam House produces their own risk assessments for their activities which are available upon request.

Pocket Money

Your child can bring a maximum of £5 to spend in the tuck shop; please hand in to their teacher in a sealed, named envelope on the day of departure.