



Woodmancote School
Belong · Aspire · Achieve

Whitemoor Lakes



Information for Parents



22nd May-26th May 2017

Aims of the visit

This trip not only allows the children to take part in outdoor and adventurous pursuits, but they also learn to deal with emotional and personal issues such as responsibility, as well as valuing and supporting the contributions of others. The children gain a great deal from being away from home and learning to organise themselves.

Broadly our aims are to:

- Learn new skills
- Become more motivated as individuals
- Have new and challenging experiences
- Discover more about own capabilities
- Develop confidence and independence
- Have fun!

Dates, times of departure and return

The residential will run from 22nd to the 26th May 2017. The school party of Year 6 children will leave Woodmancote School by **9.30am** on the Monday and will return at approximately **3.00pm** on the Friday. Children will need to be at school between 8.30am – 8.40am on the Monday.

Accommodation

The school party will sleep in rooms of four to five children. The group leader and other adults will sleep in separate rooms adjacent to the children. Bed linen is provided, but please let us know if your child has a tendency for bed wetting so this can be prepared in advance.

We will inform children who they will be sharing with when we arrive at the centre.

Emergency Contact

In the event of an emergency that requires parents to contact the school party, the following telephone numbers are important. Children will not be allowed to phone home during the week. If we feel there is a particular need for them to talk to you we will contact you.

Woodmancote School	01242 674312	During School day
Whitemoor Lakes	01283 795000	Outside normal hours

Whitemoor Lakes Centre.

Barley Green Lane
Lichfield
Staffordshire
WS13 8QT

Staffing

- Miss Chandler-Party Leader
- Mr Tucker
- Mrs Lee
- Miss Steer
- Mr Tucker
- A N Other

Risk Assessment

Risk Assessments will have been conducted in line with Gloucestershire County guidelines and these will be available for parents to see if they so choose. All the activities planned have a low risk if children follow the instructions given and act in a mature and responsible manner. Please note, all instructors at Whitemoor Lakes are fully qualified to lead the adventurous activities they run and are First Aid trained and DBS checked.

Payment

Via Parentpay

Insurance

The school is covered by the Local Authority. In addition Whitemoor Lakes have in place the following cover:

Public Liability Insurance (Group Public liability by NAYC/Action Centres UK) to a maximum of £5 million in any one occurrence

If you have any questions please feel free to come and see me and we can go through the details.

Supervision

Children are not left unsupervised at any time during the day. While inside the Centre the children may be left in their lodges at certain times in order to tidy bedrooms, relax and use other leisure facilities such as table tennis. Clear instructions are given about times, such as after meals when children may get down from the tables and make their way back to their rooms. Children are not permitted to wander around the Centre alone.

Pocket Money

Each child will need a small named wallet or purse to keep their money in. The maximum amount anyone can take is £5.00. (The Centre have asked if this could be in change.)

Clothing & Kit

If your child does not already own these things, please do not spend a fortune purchasing them.

We suggest that your child is present when the bag is packed and writes a list of what they are taking. This minimises confusion when it comes to packing on the Friday. Please ensure their name is written/stitched into as many items as possible and their name is on any luggage.

Medication and Dietary Requirements

Whitemoor Lakes' instructors are all fully qualified first aiders. A member of school staff will be responsible for medicines. If your child needs any form of medication please outline this clearly on the medical form. The designated member of staff will also need clear instructions about any medicine your child may need to take. It is imperative that these instructions are written down and any doses given are measured in some way to avoid any possible confusion.

Please ensure that we are aware if your child suffers from travel sickness. Medication for travel sickness will need to be provided for the return journey, and given to the designated member of staff on **Monday 22nd May**.

The Centre provides a good quality, balanced diet in the form of three substantial meals a day. Food is freshly prepared on site to a set menu. However, with advance notice the Centre can cater for any specific dietary needs for religious, medical or ethical reasons.

Please ensure all necessary forms are returned to Miss Chandler as soon as possible. Please include any details that might be relevant concerning home sickness, bed wetting and such information that would enable us to put any unusual behaviour into context.

Personal Belongings

Any personal belongings that your child brings are their responsibility. **Your child is not permitted to take a mobile phone** or any electronic musical equipment. If these are brought they will be confiscated and returned at the end of the week.

Cameras are permitted (disposable ones are best). If you do send your child with a camera please ensure they can load the film if the camera is not digital.

I hope you find all of the above helpful in preparing your child for the week at Whitemoor Lakes. If you have any further questions please do not hesitate to contact me.

Code of Conduct

In order for our visit to Whitemoor Lakes to be successful, safe and enjoyable, it is really important that everyone involved knows what sort of activities we will be doing, and the places we will be visiting. As these activities and places will be new to pupils on the visit, it is essential that everyone agrees on a code of behaviour to ensure that all children have a good time without coming to any harm.

General

I agree that I will:

- Behave politely and considerately towards others.
- Listen carefully to, and follow any instructions given by the teachers.
- Dress appropriately and have the right equipment necessary for any activity.
- Try to be on time for meetings, meals, the coach etc.
- Always stay together with my group and never go anywhere on my own (be with at least 3 other people I know).
- Not take any unnecessary risks that might put myself, or others in danger.
- Look out for anything that might hurt or threaten myself, or anyone in the group and tell a teacher about it.
- Report any accidents immediately to a teacher.



On the coach

I agree that I will:

- Stay in my seat with my seat belt on during the journey.
- Not drink on the coach (only at break stops), and leave the coach tidy and clean.
- Be considerate to those sitting around me, e.g. no shouting...
- Not distract the driver.
- Only get on and off the coach when told to by a teacher.



At the Whitemoor Lakes Activity Centre

I agree that I will:

- Walk around the centre quietly.
- Use the toilet and shower rooms sensibly and leave them tidy for others.
- Stay in the areas (inside or out) of the centre as instructed by the teachers.
- Only enter someone else's dormitory if given permission by a teacher.
- Not be alone in my room (always be with at least 1 other person I know).
- Stay in my dormitory after 'lights out', unless in an emergency.
- Leave the dormitory clean and tidy each morning.

It is important that everyone reads, understands and agrees to accept this code of conduct. They are the school's expectations of behaviour throughout the week. It is also worth noting that if a child's behaviour throughout this academic year is not of the standard that will expect, we will not be taking that particular child. The behaviour of any one individual will not be allowed to impact on the enjoyment and safety of the others.