



Friday, 22nd May 2026

Dear Parents,

We hope your child is looking forward to the upcoming Activities Week. I wanted to take this opportunity to remind you of a few things:

The number one priority of our staff will be making sure the children are safe, engaged, and enjoying themselves. This means therefore, that updates may not happen as frequently as parents might wish. However, parents will be updated when the coaches arrive safely at their destination. Updates will also be sent each morning to let you know what was achieved the day before and how the children slept.

For all residential trips, we will only administer the following: prescription medication, travel sickness tablets and antihistamine. No tonics or vitamins will be administered.

Please could you make sure the medication is in its original packaging with instructions. If the medication is prescribed, then we will require sight of the child's name on the packaging with dosage instructions.

The medication should be in a Ziplock bag clearly labelled with your child's name on the outside. Within this bag we require the signed Medication Form provided. Please make sure no medication of any kind is packed in their kit or day bags.

On the morning of departure, you will be asked to give your child's medication with the medical form that is attached to this email to:

Year 6: Mrs Cochrane

Year 5: Mrs Drislane

Year 4: Mrs Moody

Year 3: Mrs Le Houx

Please allow time to hand over the medication and explain your child's needs to the teacher.

Do not worry about providing any Calpol as we will be supplying this from school. You have already signed a form agreeing/not agreeing to teachers giving your child Calpol. Please note that we will not be administering Ibuprofen unless this has been provided by a parent alongside a completed Medication Form.

Staff will administer basic first aid to pupils while away. This includes giving Calpol for headaches and cleaning grazes. Parents will only be called in the event that there is concern for your child's health and/or wellbeing.

If you have any questions, please do let me know.

Best wishes,
Mrs Cumberland
Educational Visits Co-Ordinator