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## Confirmation of Place

### BEAULIEU OUT OF TOWN CENTRE 2024

***Your child has been allocated: Week Two: Monday 18<sup>th</sup> – Wednesday 20<sup>th</sup> November***

The total cost of the trip is **£210.00**. To secure your space, a deposit of £60 is to be paid 31st May. The remaining balance of **£150.00** should be paid over **4** instalments of **£37.50** by 30<sup>th</sup> of June, 31<sup>st</sup> July, 30<sup>th</sup> August and the final balance by September 30<sup>th</sup> at the very latest. You are welcome to pay the whole amount in one payment should you wish to. As the actual figure is higher than the one we approximated, we have increased the instalments from 3 to 4 monthly payments.

You will be emailed a couple of forms to complete in which we will ask for medical, dietary and photo permissions. We would ask that you complete and return this information as soon as possible as this is needed to complete our risk assessments and also so that the staff at the residential can make sure all needs are catered for.

### Departure and Return

Children will need to be at school by the normal time (8:40am) on the day of departure and not before 8:30am. Labelled luggage must be placed under the shelter in the middle playground next to the school lodge. Children will then go to their normal classes for registration. The coach is due to leave at approximately 10.00am. We would like to request that parents do not hang around the school until this time, but you are more than welcome to come and wave your child off.

On return, we anticipate the coach will return to school at approximately 2.45pm on the Friday. Please can we ask you to collect your child from inside the school grounds and **not wait outside the school on the pavement**. Children will be escorted into the school grounds along with their suitcases and will meet you there. **Children must be signed out by a teacher before leaving.**

### Packed Lunch

Children require a packed lunch on the day and we ask that you place the items in a disposable bag and **not send them with a lunchbox**. No items containing nuts and no fizzy drinks please.

### Sleeping Bag & Small Game

**Important - Your child will require a sleeping bag.** Mattress covers, pillows and pillow cases will be provided).

Alongside their farm duties and other organised activities, children will have a small amount of free time each morning or evening. Please could they pack a small, non-electronic game such as Top Trumps, playing cards or another small game (we would suggest something without too many small pieces) that they could play with other children. Attached to this email is a suggested Kit List. You may want to include a copy for your child to check when packing their bags for the return.

## **Medication requirements**

Any medication\* that children have to take with them to Beaulieu, needs to be **clearly labelled** and dosage and application details written down. This then should be handed to a member of staff at the shelter on the day of departure. Whilst the journey is a relatively short one, **if your child needs to take a travel sickness pill, could you please make sure they take it in plenty of time** and that we are supplied with a pill to give them for the return journey. Again, please ensure this is clearly labelled.

**\*If your child has an epi pen or an inhaler please provide them with their one from home.**

## **Letters from home**

All children like to receive a letter from home so please write if you can. If you wish to write, the address is:

Countryside Education Trust  
Out of Town Centre  
Palace Lane  
Beaulieu  
Brockenhurst  
Hampshire  
SO42 7YG

## **Pocket Money**

Pocket money will be collected and looked after by staff. Pocket money should be in a purse or wallet **clearly marked** with the child's name and handed to the teacher before departure. We would suggest a **maximum of £10**.

## **Emergency Contact**

If it becomes necessary to contact your child in the event of an emergency at home, please use the following telephone numbers:

During the school day (8.00 am – 4.00 pm) phone the school office (023) 92734787  
Outside of these hours, use the emergency Off Site Activities contact on- 07508 874981

Finally, if you have any questions please contact us by email at [info@craneswater.portsmouth.sch.uk](mailto:info@craneswater.portsmouth.sch.uk).

If you no longer require a place for your child, please email by return.

Yours sincerely

Mrs E Waterman  
**Teacher organising visit**