



15<sup>th</sup> January 2016

Dear Parents,

**Malvern Hills Outdoor Centre – 2<sup>nd</sup> – 4<sup>th</sup> March 2016**

We would like to invite you to the Malvern meeting on Tuesday 2<sup>nd</sup> February at 3.15pm in school to give you further information for our visit. This is a very important meeting, and your opportunity to ask questions and cover any queries you may have.

Attached are two forms which **MUST be returned by Friday 29<sup>th</sup> January** as they have to be sent on to the centre before your child can participate in the above. Please note your child is automatically insured, as this school is party to block insurance cover arranged by the County which covers all our off-site visits whether per day or on residential courses.

On Wednesday 2<sup>nd</sup> March, the children should come to school at the normal time in casual clothing with their luggage as we shall be leaving school not long after registration. Your child's clothes and kit should be brought in a single bag or case that **your child can easily carry**. This is important due to the distance at which the coach has to drop the pupils from the Centre. We shall be arriving back at school at approximately 3pm on Friday 4<sup>th</sup> March.

**Your child will need to take a packed lunch for the Wednesday, if they would normally have a hot lunch on this day a packed lunch will be provided: thereafter the centre will provide meals.** Please **do not send** your child with any "tuck" as eating is not allowed in the bedrooms. The meals provided by the centre are excellent and there is always a choice.

Children can take up to £5 pocket money (in £1 coins rather than a note) to be spent in the gift shop. If your child takes money on the trip, **he/she will be responsible for the amount**. Staff **will not** have a place to store money or valuables. Please note that any **valuables and possessions** are the **sole responsibility of the child**. **No mobile phones or electronic games permitted**.

If your child needs to take any kind of medication with them, please ensure this is **clearly labelled with the child's name and dosage** and handed to Mrs Cross **BEFORE** your child leaves for the Centre.

Children should wear sensible clothing for outdoor activities and a kit list is attached. The Centre does have wellington boots and waterproofs for children who do not possess their own. I am sure the children and staff will have a superb time at the Centre.

Yours sincerely,

Mrs J Dean  
Headteacher