

September 2017

Dear Parent/Guardian

**Re: Y8 Residential Trip to Norfolk Lakes – 16-20 October 2017**

It is only a few weeks away before the Year 8 students leave for their annual entitlement trip to the Norfolk Lakes. All payments for the residential should be made by the deadline of **29 September 2017**. If you are unsure of your balance then contact Mrs Shaw in the Finance Office, who will be happy to assist.

I now have pleasure in supplying you with final details below.

I will be holding a brief meeting on **Wednesday 20 September in the theatre in The Cripps Hall from 18:00 until 19:00** if you wish to attend. If you have any issues you wish to discuss with me in person regarding the Year 8 Residential Trip I will be available afterwards until 8pm. This meeting is not compulsory and all final details information is included in this letter.

**Outward Journey**

Students should arrive at school between 10:30 and 10:50 on the day of departure, Training Day (Mon 16 Oct) and make their way, with their luggage, to the Old Gym. With approximately 200 students attending the trip it will be very busy and we need to make sure there is as little disruption as possible. Parent/Guardian's, can I please ask that you **do not** accompany your child into school. I would like to thank you in advance for your cooperation in this matter.

Depart NSB on Monday 16 October at 11:00 approx.

Arrive at Norfolk Lakes at 14:30 approx.

*(The coach will make a short stop on route for refreshments and toilets.)*

**Return Journey**

Depart Norfolk Lakes Friday 20 October at 13:00 approx.

Arrive NSB at 16:00 approx.

**Itinerary for the Week**

Various activities to include the following: -

Kayaking, Sailing, Archery, Canoeing, Paddle-Boarding, Raft Building, Caving, Challenge Course, High Ropes and Climbing to name but a few.

**Kit List – Clothing for Activities**

Student clothing is likely to suffer wear and tear and will also get dirty & wet during the activities, therefore, they should bring several changes of old clothes for the week. Jeans are NOT suitable for activities as they get heavy and cold when wet and do not dry out quickly. We will have the use of a drying room. Please ensure that ALL items of clothing are named as students will be responsible for their own belongings. It may be useful to provide them with a list of items packed as lost property is hard to track down after a visit, especially with the amount of pupils involved on the residential.

- Suitable nightwear.
- Underwear – enough for each day plus spares (please note, for many activities socks will need to cover ankles).
- Trousers/tracksuit bottoms (not jeans).
- Shorts.
- Trainers for activities in the day.
- Trainers/shoes for watersports activities.
- Trainers/shoes for evening.
- T-Shirts (**1 long sleeved**).
- Waterproof jacket/Kagool (and trousers if you have them).
- Warm Jacket.
- Fleece/Jumpers/Sweatshirts.
- 1 or 2 sets of clothes for evening
- 2 Towels (1 for showering and 1 for activities).
- Plastic drinks bottle.
- Small rucksack/bag
- Black bin bags, named, for dirty clothing.
- Wash bag (shower gel, shampoo, toothpaste & toothbrush, hairbrush/comb)
- Swimwear
- **SLEEPING BAG & PILLOW (BOTH NAMED)**
- Pen, Pencil, Paper
- Watch/Alarm Clock
- Torch/Batteries

Please note that luggage space on coaches is limited, therefore, 1 hold-all type bag per student (no super large suitcases) will be allowed. A small rucksack type bag for on board the coach is also permitted.

### **DO NOT BRING**

Please do not bring mobile phones, electronic computer games, expensive jewellery, iPods/iPads etc as these will not be covered on either our or Norfolk Lakes insurance policies. Neither the School nor the Centre will take any responsibility for such items if they should get broken or go missing. Such items, if brought, will have to be left in student rooms during daytime activities. You have been warned!

### **Spending Money**

At the Centre there is a small shop selling gifts and snacks. I would suggest that between £10 - £20 is more than sufficient for the week. This will be handed to the teacher assigned to your child's group in an envelope with his name an amount clearly marked on the front. The member of staff will then act as banker for the week. If possible include change not notes.

### **Medication**

Students taking medication will be contacted and told which member of staff to report to before boarding the coaches. Please remember to label medication before giving it to the member of staff.

If, since completing the Medical/Consent form, circumstances have changed, please complete the reply slip and return it so that we can update our information.

**Emergency Contact Details**

Norfolk Lakes  
Quarry Lane  
Lyng  
Norfolk  
NR9 5RS

School Contact: Mr M Kneeshaw – 01604 230240 (school hours)  
07968 530221 (**Emergency contact - out of school hours only**)

*Please only contact in the event of an emergency and not for travel information. The school will contact you if the need arises.*

**Please note that the payment plan indicates that £240 (£120 if receiving financial assistance) should have been paid by 14<sup>th</sup> July, with the final balance of £100 (£50 if receiving financial assistance) being paid by Friday 29<sup>th</sup> September. Please ensure that any outstanding monies are paid by this date.**

I hope your son has an enjoyable week.

Mrs T O'Neill  
Residential Trip Coordinator

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**Reply Slip to Form Tutors**

I/We\* acknowledge receipt of the Year 8 Residential Information Final Details letter. I/We\* also confirm that I/we\* will/will not\* be attending the meeting on Wednesday 20 September at 18:00 in the theatre in The Cripps Hall.

Student: \_\_\_\_\_ Form: \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/Guardian  
(\*Delete as necessary)

**Changes of Details:** Emergency Contacts: \_\_\_\_\_  
\_\_\_\_\_

Medical: \_\_\_\_\_

Dietary \_\_\_\_\_

**Please only inform us if information has changed since completion of original form.**