



**ELLACOMBE**

CHURCH OF ENGLAND ACADEMY

**Heatree Activity Centre**  
Residential visit  
11<sup>th</sup> -13<sup>th</sup> March 2019

This booklet has been produced to assist with our  
forthcoming residential visit



## **Arrival and Departure times**

Your child should arrive at school on Monday 11th March at the normal time of 8.40am with a packed lunch, which they will eat when they arrive at the centre. Please can children go straight to the academy canteen when they arrive with their bags. The coach will be leaving school at 10.00am so that we arrive at the centre at approximately 11.30am.

The children need to be wearing warm, comfortable clothes (not school uniform) and have their walking shoes or old trainers and a waterproof coat as they will be taking part in activities that afternoon.

We will be leaving the centre at approximately 1.00pm on Wednesday 13th March. Our estimated time of arrival back at school will be between 2pm and 3pm for a normal collection at 3pm. We will keep you informed by text message if there is any delay due to traffic.

Please can all parents come to collect children at 3pm from the academy canteen. Please enter as normal through the back gates.

## **Staffing**

Miss Perry, Miss Andrews, Mr Heyse and Miss Blakesley will be accompanying our group and will be staying at The Heatree Centre.

Specialist instructors are used for all the activity sessions and these instructors hold the appropriate qualifications.

## **Meals**

Full catering facilities are available at the centre and the children will receive hearty, nutritious meals three times a day during their stay. Packed lunch will be provided on the day of departure.

If your child has any specific requirements please ensure you have advised the academy office.

## **Communications**

We do not encourage phone calls from home as this often has an unsettling effect. One of our aims is for children to be independent during the residential period.

In an emergency, contact can be made via the academy office on 01803 293040 or out of school hours on 07464468311. We will have your full contact details should we need to reach you, if these change in the run up to the trip, please ensure you let the academy office know.

**NO MOBILE PHONES PLEASE.** In general mobile reception is not available in this area.

## **Medicines**

If your child requires any medicine whilst they are away, please ensure they are handed to the academy office or Miss Blakesley on the Monday morning. It will be necessary to complete the academy's medication consent form which states the correct dosage.

Please ensure you also speak to Miss Ingham if your child has medication.

## **Sickness or Injury**

In the very unlikely event that an individual may require medical attention they will be taken to the medical centre in Bovey Tracey or Newton Abbot. We will contact you as soon as possible and a member of school staff will remain with your child.

## **Responsibilities**

Children will be responsible for all their belongings. Please ensure all belongings are clearly labelled with your child's name and that they do not bring any valuables with them.

Staff are responsible for all medicines.

Children will be responsible for their behaviour around the centre and towards others to ensure that the visit is enjoyable for all. They will also be responsible for their behaviour at bedtime. Lights out is a strict rule; both staff and children need sleep.

Children will also be responsible for following the centre rules.

## **Rooms**

Children will be responsible for their rooms. There is a selection of single and bunked beds. The academy will draw up a room list so that each child will know who they are sharing with. Each bed is provided with a duvet and a pillow but pupils should **bring their own sleeping bag/duvet cover, pillow case, towels, soap and other toiletries.**

## **Security**

Heatree Activity Centre is locked at night and manned by a member of staff on reception between the hours of 10 pm and 7 am. The children's rooms are located very close to the staff rooms and they will know where staff are should they have any worries.

## **Risk Assessments**

The academy will complete the necessary risk assessments and Heatree Activity Centre produces their own risk assessments for their activities which are available upon request.

## **KIT LIST**

- Pillow Case and sleeping bag/duvet cover
- A large shower towel & toiletries
- A full set of clothing for indoor wear at meal times/evenings
- Slippers or other indoor shoes
- Several warm tops (coat, fleece, jumper, sweater)
- 4 pairs of trousers (preferably not jeans)
- 4 t shirts
- Long sleeve top preferably without zips
- Comfortable, sturdy shoes you don't mind getting muddy (i.e. walking boots or trainers)
- Spare pair of trainers or walking shoes
- Waterproof jacket with hood for heavy rain – Please ensure it is waterproof and not a lightweight windbreaker.
- Woolly hat, gloves and scarf
- A small rucksack
- A lunch box and juice bottle for packed lunches
- Torch
- Any required medication in a named bag (handed into the office on Monday morning)

### **Teddy for night time!**

Residential trips are a wonderful way of learning through outdoor experiences and your child will not need any games, electronic devices or other forms of entertainment; all of the fun will be provided!

**Finally, we hope that they enjoy the trip!**

