



Friday 16 January
YEAR 5 ROBINWOOD - DOBROYD CASTLE ACTIVITY CENTRE

Dear Parent/Carer

I have put together some information regarding the forthcoming trip to Robinwood.

INFORMATION INCLUDED:

DOCUMENT	TO BE COMPLETED NO LATER THAN
Personal Information Form - online	MONDAY 2 FEBRUARY
Medication Administration Form - paper copy	MONDAY 2 MARCH OR ON THE DAY OF THE TRIP
Pain/Fever Relief & Allergy Medication Form - online	MONDAY 2 MARCH
Souvenir order form - paper copy	FRIDAY 6 MARCH
Clothing List	N/A

LIGHTCLIFFE STAFF

There will be seven members of staff accompanying the children.

Miss Bourne	Mr Wildgust	Mrs Dunkley	Mr Fishpool
Mrs Smith	Plus two other adults to be confirmed		

CLOTHING - See attached sheet.

EXTRAS

- A reading book
- No cameras or mobile phones - please see below
- No electrical equipment
- No food or drink - not allowed in the children's bedrooms, so please do not send any.

ROBINWOOD POLICY



Co-CEOs: Mrs Helen Pratten & Ms Catherine Garrett

Abbey Multi Academy Trust, c/o Chapter House, Abbey Grange C of E Academy, Butcher Hill, Leeds, LS16 5EA
Registered Company Number: 07705552



School policies on photographing children vary and a number of schools that visit Robinwood have children in their party for whom no permission to photograph has been granted. In order to respond to school concerns regarding taking photographs, we would request that children do not bring any type of camera or mobile phone to Robinwood. We would be grateful if teachers could make children aware of this before they attend Robinwood. We are, however, very happy for teachers to take photographs of their school party throughout their stay.

MEDICAL DETAILS

PERSONAL INFORMATION FORM

PLEASE COMPLETE BY **MONDAY 2 FEBRUARY**

It should be noted that without a completed personal information form it will not be possible for your child to attend Robinwood. Please check that all sections are completed and anything that is not applicable to your child is marked "N/A".

MEDICATION ADMINISTRATION FORM – [ONLY IF NEEDED](#)

PLEASE RETURN TO SCHOOL BY **MONDAY 2 MARCH OR ON THE DAY OF THE TRIP**

If your child has a pre-existing medical condition and you require us to administer any form of medication, please complete the Medication Administration Form. This can be handed in to the class teacher or if any conditions develop closer to the visit, complete the form and hand it to a member of the visit staff on the day of travel. This includes any travel medication.

PAIN/FEVER RELIEF & ALLERGY MEDICATION FORM

PLEASE COMPLETE BY **MONDAY 2 MARCH**

School will be taking a bottle of Calpol SixPlus Sugar Free Suspension Paracetamol and Piriteze Allergy Syrup to be used in the event of an emergency. If either of these medications are not suitable for your child, you will need to provide an alternative that can be handed in to a member of staff on the morning of the visit. If you do not wish school to administer any pain/fever relief, please indicate this on the form. Please complete the form to advise school of your wishes.

A paper copy of the Medication Administration Form and a black and white copy of the Gift Shop Order Form (colour version emailed) will be sent home with your child today.

Yours sincerely

K A Bourne