



Monday 17<sup>th</sup> September 2018

**To: Parents/Carers of Year 6 Pupils**

Dear Parents/Carers

**Re: Robinwood Residential – Departure and Collection Arrangements**

Just a note to confirm the departure and arrival arrangements for Robinwood.

***Tuesday 25<sup>th</sup> September***

In order, to facilitate a speedy departure on Wednesday 26<sup>th</sup> September I will be available at the end of the school day on Tuesday 25<sup>th</sup> September. I will be in the covered area outside the year 6 classroom when the school gates open and ready to receive:

- Any medication (this includes inhalers) which your child needs on the trip (assuming that this is not needed at home on Tuesday evening); and
- Any money you would like your child to take to purchase items from the tuck shop (a maximum of £2 please). This should be brought in a separate NAMED purse/envelope.

***Wednesday 26<sup>th</sup> September***

Pupils to arrive at school via main doors at **7.25am** with their bags (pupils must be able to carry their own luggage!) and congregate in the school hall. Parents may wait outside school to wave us off, but we will need to speak to pupils before departing so we request that parents drop their child off at the school doors.

There will be a member of staff at the school doors receive any medication and associated paperwork which could not be provided on Tuesday 25<sup>th</sup> September.

The coach will depart at 7.45am prompt.

***Friday 28<sup>th</sup> September***

We will be leaving Robinwood at 2pm and anticipate arrival back at school at approximately 4.45pm. It can be difficult to judge, in particular, given the traffic on a Friday evening. We will text to confirm arrival time during the afternoon and endeavour to provide regular updates.

***Reminders***

- No mobile telephones or electrical devices are allowed on the trip. School staff will take LOTS of photographs and, where possible, upload them onto the school website or send tweets during the trip.
- No aerosols, food or drink please.

If anyone has any final questions, please do not hesitate to ask.

Many thanks.

Yours sincerely

**Mrs G Marsland**  
Assistant Head and Year 6 Teacher