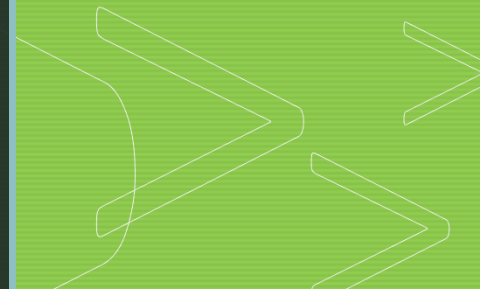


Oakwood

Wednesday 26th June – Friday 28th June 2024



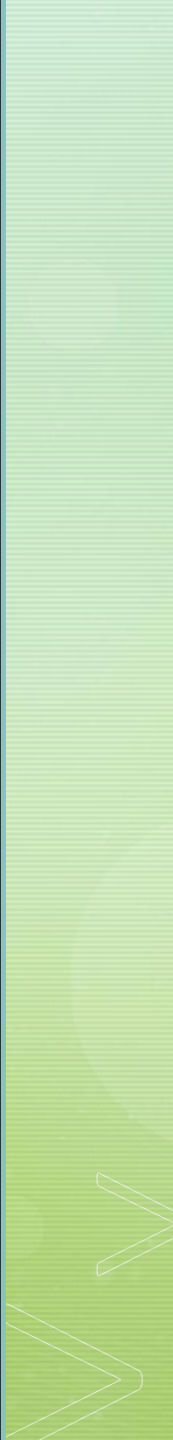


Members of Staff

- Mrs Russell (Party Leader)
- Mrs Ajewole (day only)
- Mrs Corless
- Mrs Biggins
- Member of SLT (Ms Cameron, Mr Dillon or Mrs McAllister)



Communication

- Emergency contact from school
 - parent text or direct from teacher on site
 - Emergency contact from parent – via school
 - No phone calls home – no mobile phones
- 



Transport

- Drop the children at Oakwood at 9:00am
 - Through main gate, then turn left into main car park then walk your child over to the residential centre and drop off at the gate.
- Pick up same place at Oakwood at 3:00pm



Pocket Money

- None required – nothing to buy

Meals

- Good nutritious food
- Need packed lunch on first day
- Will be provided with:
 - 1st day – evening meal
 - 2nd day – breakfast, lunch and evening meal
 - 3rd day – breakfast and lunch
- Encourage children to try what is available
- If children do not eat certain foods ON MEDICAL GROUNDS, lifestyle choice or for Religious reasons need to fill in form and return NOW

Birch Hill Primary School
Oakwood
Dietary Information

Return this form **immediately, ONLY** if your child has any dietary requirements on medical or religious grounds or is a vegetarian.

Name _____

Special Requirement _____

Programme

Variety of activities:

archery, climbing (in/outdoor) Jacobs ladder, low ropes, high ropes, orienteering

Physical activities

Evening Entertainment



Programme

- 7:30 Wake
- 8:00 Breakfast
- 9:15 Morning Meeting in the common room or on decking, weather permitting
- 9:30 – 16:30 Activities
- 16:00 – 17:30 Showers and free time
- 17:30 Dinner
- 19:00 Evening Activity
- 21:00 Bed



Staff

- Work in groups of about 10 -12
- Birch Hill Staff will accompany children all the time
- Residential Staff fully trained and insured (DBS checks)
- Good security



Personal Belongings

- Jewellery – don't take it
- Mobile phones/ electrical equipment- not allowed.
- Disposable Camera

Accommodation

- Dormitories and Tents
- Girls and boys separate
- Birch Hill Staff very close
- Children get a chance to choose 2 friends for day group and dormitory
- Don't forget **pillow and sleeping bag**

	OUT	IN
Small overnight case or bag		
Washing Kit		
Towel		
Nightwear		
Slippers or indoor shoes		
Trainers suitable for climbing and other activities x 2 (in case they get wet)		
Wellies (not essential – wet weather only)		
Cuddly Toy (small) for bedtime - optional		
Underwear		
Socks (NO TRAINER SOCKS).		
T-shirts – long sleeved		
Long sleeved jumper or sweat shirts		
Jogging bottoms or tracksuits (not cotton for days activities)		
Jogging bottoms (may be cotton) – for the evening		
Water bottle (named)		
Sleeping Bag and pillow		
Small torch		
1 dustbin liner for dirty or wet clothes		

What to Pack

- Kit list in booklet
- Layers – synthetic material is better than cotton (includes tracksuits)
- Need long sleeve tops – most activities need them.
 - Fleeces good idea
- Socks – long socks (one for every day) **NOT TRAINER SOCKS**
- Shoes – couple pairs trainers (one you don't mind getting wet) and indoor shoes, Wellies
- Waterproof Jacket (MUST) Waterproof Trouser (if possible)
- Water bottle
- A soft toy encouraged

Code of Conduct

- Important that we all enjoy ourselves
- Different atmosphere

- Outside
 - Not to use any of the equipment during free time.
 - To listen to instructions and advice from instructors during activities.
 - To arrive on time and correctly dressed for each activity.
 - To keep the site tidy for the duration of your stay.

- Inside
 - To keep the dormitory tidy and attend room inspection.
 - Not to go into other dormitories.
 - To take care when using the bunk beds.
 - To be quiet after lights out.
 - To enter buildings carefully and take outside footwear off.
 - To report any damage however caused.

12. Birch Hill Agreement

Please read this with your child and sign the cut off strip, returning it to Ms Cameron as soon as possible.

The trip to Oakwood is one where there will be new challenges for you. New activities will be experienced and you will be living in a different environment. Everyone on the journey has the right:-

- a) to be kept safe;
- b) to respect;
- c) to have the opportunity and confidence to rise to the challenges;
- d) and honesty.

Therefore, we all have the responsibility to:-

- a) make sure your behaviour and conduct does not put yourself or others at risk;
- b) make sure you are polite to adults and each other;
- c) make sure you encourage and help everyone to rise to the challenges that the activities present;
- d) tell the truth at all times.

Clear guidelines are given below to enable this to happen. You need to be aware of them and promise to keep them.

- React to instructions and requests by the staff of Birch Hill School.
- Listen and carry out the safety rules set by the staff and instructors of Oakwood Centre.
- Do not meddle with any property which does not belong to you. This includes equipment belonging to Oakwood Centre or that of other members of the Birch Hill School party. If you do accidentally damage any property, report it quickly to an instructor or teacher.
- At night when lights are out, respect others' right to sleep. Lack of sleep can seriously affect performance and coping with situations, which may occur.

We have read the guidelines for the trip together. _____ has agreed that he/she will try his/her utmost to keep to these guidelines. He/she realises that if they are unable to abide to this Agreement, it will be necessary for me to come and take him/her home.

Parent/Guardian _____ Date _____

Child's signature _____ Date _____

Medical Notification Form

- Needs to be filled in and given with medication to group leader **on the day**
- **Make sure it is clearly written with dosage and frequency**
- Don't forget inhalers, hay fever tablets, paracetamol etc.
- Can't give medication if no permission
- Children to carry inhalers - Instructors check

Birch Hill Primary School
Oakwood Trip
Medication Notification Form
Only fill in this form if medication needs to be administered.

Bring this form and the medication required and give to a member of Birch Hill staff ON THE DAY OF THE TRIP.

I would like my child to be given the following medication during the time he/she is on the school trip.

Name of Medication	Dosage	Time of day
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Please remember to include details of inhalers.)
I give my permission for the above medication to be given to my child during the school journey.

Signed Parent/Guardian _____

Date _____

Name of Child (Print) _____

Don't Worry



- We will be having fun!

