



## Emmanuel CE Middle School

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Executive Headteacher: Mr Ron Jenkinson, M.Ed  
Headteacher: Mr Rob Christopher, BSc (Hons) PGCE  
Deputy Headteacher: Mr Alister Barker, BSc (Hons) PGCE

28<sup>th</sup> January 2020

Dear Parents/Carers,

With the Heatree residential only a couple of weeks away, I would like to confirm the final details and information for you:

- **Confirmed Travel Itinerary**

Tuesday 11<sup>th</sup> February 2020

Arrive (drop off) to school at 8am/meet in school hall

Coach leaves EMS: 8:45am

Arrive at Heatree: Approx. 12pm

*Children must be dressed in their activity clothes & trainers/walking shoes on the morning of Tues 11th Feb to ensure readiness for their first activity on arrival at Heatree!*

Friday 14<sup>th</sup> February 2020

Coach leaves Heatree: 1pm

Arrival at EMS: Approx. 4.15pm (traffic dependent)

- **Consent form (white)**

ALL children must have a signed consent form.

- **All Outstanding payments**

Must be settled by final deadline of 31st January 2020. Please raise any concerns or issues ASAP.

- **Kit List**

Please see separate sheet and ensure everything is LABELLED clearly. We have added a reading book/magazine, small soft toy/teddy and a torch, if your child would like to bring these items.

- **Please Do Not Bring!**

Mobile phones, Electronic and web enabled devices, aerosols of any type, valuables, jewellery, hairdryers, straighteners or tongs.

### Medicines

EMS staff are NOT ALLOWED to give medicine to children unless it is:

- In its original packaging.
- The medicine is accompanied by a blue medical form (from school office).
- The medicine form instructions match that of the packaging.
- All blue forms/medication to be returned to the office **by Weds 5<sup>th</sup> Feb**
- Staff are unable to administer aspirin or medicines containing ibuprofen **UNLESS** they are prescribed by a doctor.



- **Packed Lunch**

Please remember that all pupils will need to bring their own named packed lunch and water bottle on Tuesday 11<sup>th</sup> February. If your child is entitled to a FSM and you would like them to have a packed lunch ordered, please ensure you order it via the office no later than **Tuesday 4th February**.

- **Contact during the trip**

In an emergency, please direct any calls through the school office. **Strictly for emergencies only**, an out of hours contact number will be provided. This phone will be held by Mr Christopher during the evening (4-11pm).

- **Heatree 'Gift Shop' Money (optional)**

We recommend a maximum of £5 as the Gift Shop is very small. Please could you provide this in £1 or £2 pound coins and within an individual wallet/purse/small bag that is clearly labelled with your child's name and tutor group. This should be handed in to your child's group leader at drop off on Tuesday 11<sup>th</sup> February.

Yours faithfully,

Mrs F Weir  
(Head of Year 5 and Heatree Group Leader)