



15th March 2019

Dear Parents

Humanities Trip

I am writing to you with the final details for the forthcoming trip to Normandy.

Emergency Contact Phone Numbers:

In the event that you need to communicate directly with me during the trip there are two contact numbers which you may use:

07747 051140

07810 326379

It will not be possible to contact children directly as per our policy on electronic devices below. Please note that the School's policy has been updated since my briefing.

Departure:

- 1) We will be departing from Town Close (Ipswich Road) at 06:30 on Monday 25th March. Please get your children to School by 06:00-06:15 in order to facilitate a prompt departure.
- 2) Though we will be there to 'direct' the children, please help us by ensuring that your child gets onto the coach with their coat/waterproof coat, rucksacks with packed lunch and drink, wallet, pencil case, 'in-coach' entertainment - electrical equipment, books, magazines, top-trumps etc. Main luggage into storage areas as directed by coach-driver. **No wellies required!**
- 3) **Any medicine needs to be handed directly to Mrs Kendrick who will be at the front of the bus. A medicine form is attached to this document and needs to be filled in and presented with the medicine.**

Twitter:

You will be able to follow what we get up to on the trip Twitter feed – @townclosetrips (it will be operational from the day of our departure and we will update it regularly).

Mobile Phones and other Internet Enabled Devices

The School's policy is now that children may not bring mobile phones or any 4G enabled electronic devices with them on trips. This also includes their School iPad. Please do not allow them to bring any such device as looking after them for the week places an additional burden on staff. Other electronic devices are acceptable and children will be allowed to use them for the long coach trips only. They may not connect them to any Wi-Fi network, however. Please avoid sending anything of great value.

Return:

We anticipate being back at Town Close (Ipswich Road) somewhere between 16:30 - 17:00 on Friday 29th March. We will keep you informed of our progress via School and the Twitter feed.

No Nuts:

In line with the School's 'no nuts policy' please refrain from including anything in your child's packed lunch on Sunday which contains nuts.

Yours sincerely

A handwritten signature in cursive script that reads "Richard Kendrick".

Richard Kendrick