

Outwood Primary Academy Kirkhamgate

Brandy Carr Road, Kirkhamgate, Wakefield, West Yorkshire, WF2 ORS Tel: +44(0)1924 907436

Web: www.kirkhamgate.outwood.com

Chief Executive Principal, Primary: Mr Lee Wilson Head of School: Lisa Cooke

Kingswood Residential 15 -17 May 2023

Day of Departure

Children are to arrive as usual at school for registration at 8.45am. Luggage drop off point will be under the stairs as they enter the building. The coach is to arrive at 1:30pm, with a close departure to follow.

- **Clothing** Children can arrive at school in clothing suitable for the residential. Comfortable footwear is encouraged alongside raincoats, sun cream and sun hats to ensure children are prepared for all weather. Electronic devices including mobile phones are **not permitted at any time**.
- **Medication** Medication, as indicated on the medical form, should be brought in on Monday morning, with the dispensing label on, showing your child's name and dosage required and handed to Mr. Horan.
- **Travel sickness** Any child who could or has suffered from travel sickness and requires medication, please contact the office to ensure we have the correct permissions.
- **Rucksacks** Bottles of water only please. No cans or fizzy drinks are allowed. Sweets are not allowed on the coaches or at Kingswood so shouldn't be in rucksacks. Although the journey is quite short, the children may want to take something to occupy them on the coach. Books, Top Trumps cards etc. are fine.
- \bullet Money There will be one opportunity to purchase snacks and souvenirs from the site shop, please send the money (a maximum of £10) in an envelope or purse with your child's name on it. Monies will be logged and held by the teachers until the scheduled shop time.
- **Please note Kingswood is a Nut Free Site** Please ensure that your child is not carrying anything that may compromise this. Thank You.
- **Return** Children will return to school on Wednesday 17th May for a normal pick up at 3.15pm. Any delays will be communicated via text from the school.

Many thanks for your continued support, Mr.Horan

Outwood Grange Academies Trust is a company limited by guarantee, registered in England and Wales (No. 06995649)

Registered office: Potovens Lane, Outwood, Wakefield, West Yorkshire WFI 2PF

CONFIDENTIALITY NOTICE: This letter, including any attachments, is for the sole use of the intended recipient(s) and may contain privileged information.

Any unauthorised review, use, disclosure or distribution is prohibited.

If you are not the intended recipient, please contact the Outwood Grange Academies Trust and destroy all copies of the original letter.