

# OAKLANDS JUNIOR SCHOOL

## YEAR 4 STUDY VISIT TO UFTON COURT

**March 2019**

I am very pleased that many of you were able to attend the Year 4 parents' meeting when we gave out information about Ufton Court. I hope that the following information is useful as a reminder for those parents who did attend, and that it provides information for those of you who were unable to make it.

Ufton Court is an Elizabethan country house set in 16 acres of ground near to the village of Ufton Nervet, between Reading and Newbury. Accommodation is in a series of "family" rooms, and rooms for staff are located very close to the children's bedrooms. Children will be told who they are sharing a room with on arrival at Ufton Court.

Year 4 pupils study the Anglo-Saxons and Vikings in some depth as part of a local history study. Ufton Court provides an ideal venue for bringing this period of history to life. The centre also provides opportunities to cover some of the requirements of the geography national curriculum - e.g. map work and simple orienteering. There will also be some art, science (habitats), technology, dance, drama and music included in the visit.

For many of the children this trip may be the first opportunity they have had to spend time away from home without a member of the family present, with the advantages of being only a short distance away from Crowthorne and only for two nights. In order to keep costs as reasonable as possible and make the trips viable we need maximum participation.

### **DATES AND TRAVEL ARRANGEMENTS**

**Class 4M:** Monday, 25<sup>th</sup> March to Wednesday, 27<sup>th</sup> March 2019

**Class 4L:** Wednesday, 27<sup>th</sup> March to Friday, 29<sup>th</sup> March 2019

In both cases the children will leave school at approximately 9.15a.m., and should be picked up from school at the normal time of 3.20p.m.

The transfers between school and Ufton Court will be by coach. Seat belts are fitted to the coaches in accordance with current legislation.

It is only about a thirty minute journey time to Ufton Court. However, if you think that your child may need a travel sickness pill, please administer this before the outward journey. Please also supply the group leader with a tablet (in a named envelope) for the return journey, together with instructions for administration on the Medical Form which will be sent to all parents nearer the time.

## **STAFFING**

During their stay 4L will be accompanied by their class teacher Mr. Lee and 4M will be accompanied by Miss McComish. Three other members of staff will accompany each class.

## **DOMESTIC ARRANGEMENTS:**

All food is cooked on the premises and is generally "home-made" as opposed to bought in fast food. Special dietary needs can be catered for so long as reasonable advance notice is given. Children will be expected to try all the food provided. If there is anything your child really cannot eat (as opposed to preferring not to eat) would you please let us know. Children will be encouraged to eat well, but certainly will not be made to eat everything presented to them. Breakfast is served at approximately 8.15a.m. and consists of cereals, toast with preserve and a drink. Drinks and snacks are available mid morning. Lunch takes place about 12.45p.m. This may be a packed or cooked meal, depending on the programme of activities. A drink is usually given mid afternoon. The evening meal is served about 5.30p.m., this is a two course cooked meal. Before bedtime the children are offered another drink. As you can see the children are adequately fed so please do not provide your child with a "tuck box".

Bedtimes and lights-out are between 9.00-9.30p.m., by which time the children should be very tired! Bedroom doors have to be closed to comply with fire regulations but the corridors and rooms are lit at night by low-level emergency lighting. It will help us, if your child is used to sleeping in near darkness before the visit.

Pupils are told not to go downstairs before 7.30a.m., the children are expected to read quietly if they wake early.

The pupils are asked to keep their rooms tidy and to make their own beds. The beds do have duvets so this task should not be too onerous.

## **SAFETY AND CONDUCT**

The visit has to have the approval of the school's Governing Body and our Local Authority's Educational Visits Services in order for it to take place.

A full fire drill will take place on the first afternoon of the visit. Fire alarms are wired into a central monitoring station and a fire appliance is guaranteed to be at the site within 10 minutes of a call out.

Insurance is included in the price of the trip. Accidents don't often happen on such trips, but they are possible even with the best of organisation. Supervision will be close for much of the time on the visits, but clearly we cannot be with the children every minute of the day and night. Whilst we don't expect the children to behave like angels, it is essential we feel that we can trust them to behave sensibly and reliably when they are not being closely supervised - e.g. in their

bedrooms and in the grounds close to Ufton Court house.

We reserve the right to withdraw permission for a child to take part at any stage between booking and the trip itself. This would be done in consultation with the parents and we would not take such a decision lightly. In addition, and very exceptionally, we must reserve the right to ask parents to come and collect a child who is misbehaving or causing us concern from the safety point of view.

## **HEALTH AND MEDICINES**

Medical forms will be sent to you nearer the time of the trip. These should be returned to school by **Friday 1<sup>st</sup> March** so that the staff have time to check any queries with you.

For pre-existing medical conditions please send medicines into school by **Monday 11<sup>th</sup> March** if at all possible. All medicines must be clearly labelled with the child's name and dosage details. Please provide written instructions if requirements are complex or critical. **ALL medicines MUST be handed in to the group leaders.**

In the event of a child having to drop out of the visit due to illness it is vital that you inform the school as soon as possible and that you obtain a medical certificate from the hospital or your GP. Failure to do so will mean that you will be liable to pay the full cost of the visit.

When booking your child on the trip, please inform us of any condition which may require special arrangements. For example, please inform us if your child has a particular problem such as bed wetting or sleep walking. Please be assured that we will deal with such issues sensitively.

## **WHAT TO TAKE AND WHAT NOT TO TAKE**

### **GENERAL POINTS**

Children must be able to carry their own bag. This should be labelled with the child's name and the school address. A check list of your child's possessions should be enclosed - please include clothes actually worn on the outward journey. **Please ensure that all belongings are named - even underwear and socks!**

Clothing may in general be very casual, (trousers, reasonable jeans and tracksuits etc.) and uniform is not required.

Every effort will be made to safeguard property, but children must accept responsibility for any loss.

## ESSENTIAL

- Outdoor WATERPROOF jacket, is essential. A kagoule is recommended, but an anorak or similar jacket is a reasonably good alternative, with a hood or a hat.
- Pair of stout, comfortable shoes, not brand new – trainers or walking shoes/boots are ideal. These may well get a bit scuffed and dirty.
- A separate pair of shoes, preferably plimsolls or fully-fitted slippers, is required for indoor wear. Black plimsolls or shoes are also ideal to wear with the Anglo-Saxon costume.
- Wellington boots – please provide a named peg to hold them together and place them in a **separate** named carrier bag.
- Some warm clothes - it can be very cold in March!
- One complete change of clothes, (except coat).
- Warm nightwear – to include a dressing gown or “onesie” (NOT to be used as sleepwear).
- Washing equipment: including a towel.
- Handkerchiefs or paper tissues.
- Hat and gloves.
- Two or three plastic bags in which to pack dirty and damp items for the return journey.
- A pair of dark coloured tights for the girls to wear with their costume at the banquet.
- 1 Teddy bear or other cuddly toy.
- Pencil case with a few pencils, a small set of colouring pencils, a rubber and a sharpener – No felt-tip pens.
- Reading book.

## OPTIONAL

Disposable or small digital camera (named please).

A watch.

Lip-balm.

## FORBIDDEN

Mobile telephones

Battery or mains games

Radios or personal stereos

Ipods

Hair sprays or aerosol deodorants

Personal valuables

Money

Tuck box

Open-backed slippers or slipper socks

## PAYMENT

Visits which take place in school time are subject to some of the provisions of the 1988 Education Reform Act. This means we can make a compulsory charge only for the board and accommodation element of the trip and may only request voluntary payment for the remaining elements.

I must emphasise that no contingency money is available from the school and none is built into the price of the trip to cover the cost of a child who wishes to take part, but whose parents decline to make the voluntary payment. Should many parents decline to pay the voluntary element the whole visit would have to be cancelled.

On the other hand we have, in the past, been able to arrange partial sponsorship for a few families with financial difficulties. Any requests will be dealt with in total confidence.

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support (IS);
- Income-Based Jobseekers Allowance (IBJSA);
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190;
- State Pension Credit, where the parent is in receipt of the guarantee credit.
- Income-Related Employment and Support Allowance.

If you believe you qualify please contact either myself or Mrs. Cooper, our School Business Manager. Again any requests will be dealt with in total confidence

Pupils who receive free school meals will automatically have the cost of the trip paid for from the Pupil Premium Budget.

The cost of the Ufton Court visit will be approximately £180.00 per child. This will include transport, full board and accommodation, hire of costumes for the "banquet" and all materials required for special activities.

A deposit of £20 is required as soon as possible, but no later than **Friday 7<sup>th</sup> December**. This is refundable if the trip has to be cancelled owing to lack of support. Parents who wish to pay the full amount at this time may do so.

The balance must be paid by **Friday 1<sup>st</sup> March**. As the majority of payments are now made online, receipts will only be issued on request. Unfortunately, refunds due to withdrawal will only be made if the school is able to reclaim payments. Payment can be made by cash, cheque or online. All cheques should be made payable to "**OAKLANDS JUNIOR SCHOOL**".

## CONTACT DETAILS

We request that parents do not telephone the centre except in the case of emergency, when they should speak to the class teacher or leave a message with the centre. Teachers will contact the school on a daily basis and will have a list of children's home addresses, telephone numbers and emergency contacts in case we need to contact you during the trip. Children will not be allowed to phone home except in very exceptional circumstances.

**Addresses and Telephone Numbers:** The address of Ufton Court is:

Ufton Court Residential Centre,  
Green Lane,  
Ufton Nervet,  
Reading,  
Berkshire.  
RG7 4HD  
Telephone : 0118 983 2099

Please return the attached consent form by **Friday 7<sup>th</sup> December**. Please contact Mr. Lee or myself if you require any more information or clarification about any aspect of the visit to Ufton Court.

Please keep this information in a safe place so that it can be referred to nearer to the time of the trip.

Yours sincerely



Mrs. H. West  
Headteacher

**SAMPLE PROGRAMME (This may change)**

<b><u>Day 1</u></b>	
<b>10:00</b>	Arrival and Welcome.
<b>10:30 – 11:30</b>	Exploring the grounds
<b>11:30 – 12:30</b>	Briefing about the house – house detectives
<b>12:45 – 13:30</b>	Lunch.
<b>13:45 – 14:30</b>	Show to rooms/ Fire Drill
<b>14:30 – 15:00</b>	Historical photomapping
<b>15:00 – 15:15</b>	Refreshment Break
<b>15:15 – 16:15</b>	Farming in the past
<b>16:15 – 17:30</b>	Big dig
<b>17:30 – 18:30</b>	Dinner
<b>18:30 – 20:30</b>	Activity choice – House of secrets (priest holes/gallery) / board games / tour of rest of house
<b>20:30</b>	Pyjama parade
<b><u>Day 2</u></b>	
<b>8:00 – 09:30</b>	Breakfast, wash
<b>9:30 – 10:00</b>	Route planning
<b>10:15 – 12:30</b>	Refreshment Break - Set off on walk using maps and compasses
<b>12:30 – 13:45</b>	Lunch
<b>14:00 – 15:30</b>	Saxon Artefacts and Saxon games (split into two groups)
<b>15:30</b>	Refreshment Break
<b>16:00</b>	Prepare for feast
<b>17:15 – 17:30</b>	Meet in the Long Conference Room for the Tudor banquet.
<b>17:30 – 19:00</b>	Saxon Feast, followed by entertainment
<b>19:15</b>	Return to the house, return costumes to Minstrels' Gallery
<b><u>Day 3</u></b>	
<b>08:00 – 09:30</b>	Strip beds, breakfast, vacate rooms, luggage to luggage store.
<b>09:30 - 11:00</b>	Viking raid of Saxon Reading
<b>11:00</b>	Refreshment Break
<b>11:15</b>	Create a relief map of Ufton and its surrounds
<b>12:30</b>	Lunch
<b>13:00</b>	Review, last photos – collect luggage ready for...
<b>14:00</b>	Departure

**Ufton Court Consent Form**  
**March 2019**

I should like my child..... Class..... to participate in the visit to Ufton Court in March 2019.

1. I am willing to pay the full price of approximately £180.00.
2. I undertake to inform the school of any medical conditions from which my child suffers. I agree/do not agree to give my written permission for staff to arrange medical treatment for my child. I will inform the school of any significant condition which might affect my child's safety or performance or require special arrangements to be made.
3. I will ensure that my child understands, as far as is reasonably possible, that it is important for his/her safety and the group as a whole that any rules and instructions given by the staff in charge are obeyed and that an excellent standard of behaviour is expected.

Signed ..... (Parent/Guardian)

Date: .....

**PLEASE RETURN THIS CONSENT FORM WITH A DEPOSIT OF £20.00  
BY FRIDAY 7<sup>TH</sup> DECEMBER**