

OAKLANDS JUNIOR SCHOOL

YEAR 4 STUDY VISIT TO UFTON COURT

March 2020

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

Wednesday, 11th March to Friday, 13th March 2020

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

As both classes will be going together, there will be 7 members of staff who will accompany the children during their stay: Mr Lee, Miss Davidson, Mrs Smith, Mrs McLaren, Mrs Bratton, Mr Gunn and Miss Hanks/Mr Holland (who will share their time at Ufton Court).

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 **Monday 24th February** so that the staff have time to check any queries with you.

For pre-existing medical conditions please send medicines into school by **Monday 2nd 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 concern such as bed wetting or sleep walking. Please be assured that we will deal with such issues sensitively.

PACKING CHECKLIST

Your child should arrive at school wearing:

- Non-school uniform, including jumper/sweatshirt
- Wellies or sturdy outdoor shoes/walking boots
- Warm waterproof jacket
- Optional – Watch. Fitbits/step counters are allowed, but at owner's risk.

Your child will need **THREE** bags:

1. Larger bag/small suitcase containing:

- Set of underwear and socks for each day plus a spare pair of each
- 1 or 2 sets of clothes which include jumpers or sweatshirts
- Night dress or pyjamas

- Dressing gown, large sweatshirt or onesie* (only for keeping warm, **not** as sleepwear)
* Onesies must be footless to avoid slipping on polished floors and stairs.
- For the Saxon Feast - Plain, dark trousers or leggings (not tights) and flat black shoes (ie school shoes)
- Toiletries, medium sized towel, flannel
- Reading books

2. Backpack/school bag containing:

- Pencil case with a few coloured pencils (no felt tips)
- **NAMED** camera – preferably disposable or inexpensive, but at owner’s risk!
- **ONE** Cuddly toy (small enough to fit inside the backpack)
- Optional (but highly recommended) - **NAMED** chapstick/lip salve (children often need these on our trip as we spend a lot of time outside)

3. Named carrier bag containing:

- **NAMED** Pair of indoor shoes or slippers (not slipper socks)
- Hat, Gloves and Scarf (if not being worn for journey)

WHAT NOT TO BRING:

- Food, including sweets
- Electronic games or other gadgets
- Radio, MP3 players, mobile phone, tablet
- Torch
- Valuables
- Money
- Aerosols (eg. Deodorant/body spray)

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. 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
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

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.

As both year 4 classes will be going together, we have managed to negotiate a reduced rate for the trip and this year's cost will be approximately £165.00 per child instead of £180. 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 13th 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 **Monday 24th February**. 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 13th 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 faithfully,



Mrs. H. West
Headteacher

SAMPLE PROGRAMME (This may change)

<u>Day 1</u>	
10:00	Arrival and Welcome
10:30 – 12:30	Exploring the grounds/Saxon Skills
12:45 – 13:30	Lunch.
13:45 – 14:30	Show to rooms/ Fire Drill
14:30 – 15:00	Historical photomapping
15:00 – 15:15	Refreshment Break
15:15 – 17:30	House exploration
17:30 – 18:30	Dinner
18:30 – 20:30	Saxon Crime & Punishment
20:30	Pyjama parade
<u>Day 2</u>	
8:00 – 09:30	Breakfast, wash
9:30 – 10:00	Route planning
10:15 – 12:30	Refreshment Break - Set off on walk using maps and compasses
12:30 – 13:45	Lunch
14:00 – 15:30	Saxon Artefacts and Saxon games (split into two groups)
15:30	Refreshment Break
16:00	Prepare for feast
17:15 – 17:30	Meet in the Long Conference Room for the Anglo-Saxon feast
17:30 – 19:00	Anglo-Saxon Feast, followed by entertainment
19:15	Return to the house, return costumes
<u>Day 3</u>	
08:00 – 09:30	Strip beds, breakfast, vacate rooms, luggage to luggage store
09:30 - 11:00	Viking raid of Saxon Reading
11:00	Refreshment Break
11:15	Anglo-Saxon artefacts/Anglo-Saxon games
12:30	Lunch
13:00	Review, last photos – collect luggage ready for...
14:00	Departure

Ufton Court Consent Form
March 2020

I should like my child..... Class..... to participate in the visit to Ufton Court in March 2020.

1. I am willing to pay the full price of approximately £165.00.
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/Carer)

Date:

**PLEASE RETURN THIS CONSENT FORM WITH A DEPOSIT OF £20.00
BY FRIDAY 13th DECEMBER**