

LONDON 2022



Y6 Residential Trip

15th–17th June 2022

Woodchurch C.E. Primary School

In conjunction with



Useful numbers:

Emergency Contact: Mrs H Glover
During school hours: (0151) 677 4788
After school hours: 07717347444

Welcome to the handbook for this year's Year 6 residential trip to London! This information should cover anything you need to know, bring or do before and during the trip, but if there is anything we have missed, please contact your class teacher. We are looking forward to working with you to ensure this year's runs smoothly and is fun!

Health and Safety

First and foremost is our appreciation of health and safety issues. We are taking many precautions to ensure everyone's safety:

- ✓ With three members of staff travelling with the children, we have ensured a teacher to child ratio of approximately 1:7. The children will be allocated a staff member to be in regular contact with, both during the day and at night, who will be their first contact and source of help. There will be one male and two female members of staff travelling with us and all members of staff have received first aid training.
- ✓ Discussions with the children will be on-going regarding health and safety once away. Children will be closely monitored for behaviour and made aware of any unexpected hazards/changes that arise on the day. A high level of behaviour will be expected from the children when in their hotel and rooms at night and an adult will be available to the children whenever needed. If any child's behaviour is risking their own safety, or the safety of others, **their parents will be contacted.**
- ✓ The relevant risk assessments and official forms are being completed by the staff and authorised by the School Governors and the Local Education authority. In employing the company NST to act on our behalf when booking the hotels, transport and activities, we are also ensuring the relevant CRB and other safety checks, certificates and licenses are present throughout.
- ✓ When in London itself, the children will wear **visible red caps**, provided by the school, to allow easy identification and regular head counts. They will also be encouraged to follow a **'buddy' system**, to keep checks on partners and children in their group when moving onwards. The children will also have **meeting points** shown to them when arriving in a new area, and have **boundaries** made clear for moving around. **Should a child become separated from the group, children and staff have been made aware of the procedure to follow: initially the child will wait where they are to allow the group to retrace their steps.** If this is not successful, each child will have a **laminated card with the staff mobile numbers** on, to be given to a responsible adult, either a member of staff in the centre, or a local shopkeeper/police officer/authority figure etc., for them to ring staff members. **All staff members will be in mobile contact with each other.** If the child cannot locate their staff phone numbers list, they have been instructed to contact the school, who will in turn contact us.

- ✓ As suggested by the LEA, we have an **emergency staff member back on the Wirral**, who is not part of the travelling staff, to allow contact between Parents and Staff. As you are aware, the children will **NOT** be allowed to take mobile phones on the trip and so should we wish to contact you, or vice versa, the first port of call will be the **emergency contact, Mrs H Glover**. Her contact details have been placed on the front cover of the handbook for easy access. We also aim to text regular updates to you throughout the trip to let you know what we are up to and will aim to update the **school Twitter page** with photographs as and when we can.
- ✓ Once in the hotel, **fire drills** and familiarisation will take place, alongside a chance for the children to ask any questions or clarify any issues.
- ✓ Any doctor prescribed medication should clearly have labelled and handed to staff on the morning of departure. Children with asthma should carry by their inhalers child at all times and should alert staff if they are having any difficulties. More advanced medication, eg epi-pens, will also be carried by the child, but administered, if necessary, by the adult supervising at the time.

Travelling

Please find enclosed, at the back of the handbook, a full itinerary for the three days. This has been provided by NST, and will of course be supplemented with activities, games and quizzes which we will organise and deliver.

Please note especially the time of departure, though we would like the children to be at school from **7.00 am** onwards for registration, final briefing and packing luggage onto the coach. Please note that unless we receive a message to inform us of any late arrivals, we cannot hold the coach and it will **leave at 7.30am**. If there is any reason for a late arrival, please contact the school office or emergency number as soon as possible.

We will endeavour to keep to the arrival time on Wednesday afternoon, though I am sure you can appreciate this is not always possible. We will be in contact with the school office, who will text all parents with updated information on the day.

Each child should bring with them a small rucksack/backpack for everyday use and a soft holdall or small suitcase, for their clothes. They should both be clearly labelled with their name, of course taking into account precautions against making children obviously identifiable, i.e. covered labels.

Please also ensure your child has a **packed lunch for their first day**. This should follow the usual school guidelines please, **no glass bottles or cans/ fizzy drinks**, and should be in a named plastic bag inside their rucksacks/backpacks for the children to carry.

The journey is expected to take approximately 5 hours, including a stop for lunch. The children are welcome to bring books, iPods, packs of cards or DS games consoles to keep themselves amused, though as previously discussed, please ensure that those with internet capability, eg DSi's, iPod Touch etc have been **disabled**. No access to the internet through these devices will be tolerated as obviously this has **safe-guarding implications**. In allowing the children to bring these devices, we are also trusting them to have responsibility for their care (school is not liable for damage or loss) and appropriate use; any examples of rude or unsuitable use will result in all children not being allowed to use them for the remainder of the trip. As we are visiting a capital city, security is also paramount so please be aware of bringing any valuable items, as discussed **iPads and Kindles should not be brought**. We will also be advising the children not to wear, use or carry any items as they travel round London.

We are expecting to make a stop for lunch at a **motorway service station**, where hopefully the children will eat outside and be taken in **small groups to use the toilets**. This, too, will be **closely monitored and risk assessed** and we will not be visiting the shops or using any of the other facilities. We will inform the school of our arrival in London, who will in turn inform you by text.

Hotel

The hotel we have been allocated is the **'The Royal National Hotel'** which has an internet site that is easily accessible and has information about rooms, health and safety etc. As you are aware, rooms will be allocated before we leave for London, as will the members of staff who will be nearest to your child's room.

The children will be expected to behave impeccably when in the hotel, both in their rooms and when moving around in the restaurant and public areas. We will be discussing manners and tidiness, amongst other issues, to ensure their stay is enjoyable for themselves and everyone involved. Please discuss any other issues you feel may arise with your child before the trip, and if there are any night-time or other aspects that you feel we would need to be aware of, e.g. toileting or sleep problems, please inform us before travelling as from past experience this can avoid the awkwardness or embarrassment which may occur when away from you. We can assure you and your child complete sensitivity and thus enable them to be comfortable throughout their trip.

The children will be responsible for themselves and their belongings throughout the stay. All food and drinks will be provided by the hotel from arrival and so no extra food should be necessary, including eating in their rooms. They will also be provided with packed lunches for the other two days.

Bedtime each night will be clearly stated to the children. After the evening's activities, the children will have time to calm in their rooms. They will be expected to prepare for sleep, and respect each other's need for quiet, staying in bed with no loud behaviour or silliness. The staff members will be monitoring this, but please reinforce with your children the need to contact an adult if there are any further issues. The children will also be made aware of the location of their nearest teacher/s in case of any incidents during the night.

Each child will be expected to pack, carry and look after their rucksack for daily use and a holdall for their clothes and other needs. Again, we ask that the children do **NOT** bring large suitcases as they are too bulky for carrying and storing in rooms. Soft holdalls are ideal as they will also be easier for the children to carry and for storage in the coach's luggage compartments and in hotel rooms. The following list should give an idea of what is needed for the three days:

- Clothes – sufficient clothing for the three days, bearing in mind varying weather conditions, i.e. warm jumpers, coats, waterproofs will still be needed even if the weather is warm when we leave. Suitable night time clothing is also needed, alongside suitable footwear. The style of all clothing will be discussed with the children, they will be aware that these days are days of school and they should be dressed for as such. T-shirts need to have sleeves that are at least over the shoulder length. No vests or strappy tops of any kind will be allowed. In the same vein, t-shirts will reach the top of the jeans/trousers worn and not show any midriffs! Leggings can be worn, though the children will need to wear a suitable top that covers their mid-section. Trousers and shorts need to be below knee level, though 'cut offs' are fine. Shoes also need to be sensible and practical, no heels or strappy sandals as the children will be walking each day and need to be comfortable. Please ensure that all new footwear has been 'broken in', as blisters and rubbing have been a feature of previous trips! We are taking the children out representing our school, to many places around London, and so appropriate clothing is needed, with no offensive or rude slogans, or ripped t-shirt / trousers please. In addition, we are visiting the theatre on the second night and have invited the children to bring smart 'party' clothes, though as during the day, please no make-up.

- Sundries – Your child will need to bring their own supply of toiletries, which should include toothbrush and paste, soap, deodorant etc. Towels are provided in the hotel. As in school, jewellery and make up is not permitted, and hair dryers and straighteners should not be brought for health and safety reasons. Your child should also bring suitable sun screen, which they must apply themselves.
- Entertainment – As previously mentioned, the children will be allowed certain modes of entertainment, including packs of cards, books, iPods / DS's etc, though full liability for their care is theirs. As before, please ensure internet access is switched off. You may also find similar items may be brought by other children, so some way of identifying them to your child is needed. Cameras should be disposable versions only, no digital cameras or use of camera and filming equipment on iPods etc. please.
- Medicine – Any child requiring currently prescribed medication, e.g. asthma, migraine, hay fever etc., should have sufficient supply for the three days in clearly labelled packs. These should be handed to staff before departure. The more advanced medication of epi-pens etc. will be taken from those stored in school for the supervising adult, though please ensure your child has their own epi-pens to carry on their person. Please contact the class teacher if any more information is needed. Any child requiring travel sickness medication should ensure it has been administered by you before travel and is available for the adults to supervise for the return journey. Incidental medical supplies, e.g. plasters / wipes / Calpol 'fast melts' etc. will be carried by staff members, so no other form of non-prescribed medication needs to be carried by the children.
- Money – Children will have the opportunity to purchase gifts and small snacks/ drinks throughout the three days. We therefore suggest a maximum of **£50** is carried in a labelled wallet or purse, which your child will again have full responsibility for. Can you remind your child of the need to budget and not spend their all their money at the first service station or London landmark?

Thank you!!

We appreciate you wading your way through this handbook and the many 'dos' and 'don'ts' involved! As I'm sure you can appreciate, this is intended to ensure everyone has an enjoyable and safe trip, and paperwork is a necessary precaution of any undertaking of this type. Thank you for your ongoing support and co-operation, if there are any outstanding issues or queries please do not hesitate to contact us.

Headteacher and Year 6 Teacher

ITINERY

Day 1

- 7:00 a.m. - Children arrive at school
- 7:30 a.m. - Coach departs for London
- 12:00 p.m. - Anticipated arrival in London
- 1:00 p.m. - ***Westminster Abbey***
- 3:00 p.m. - Meet the coach and continue to the hotel
- 4:00 p.m. - Check into the Royal National Hotel
- 5:00 p.m. - Dinner
- 7:00 p.m. - London Eye Evening Flight
- 8:00 p.m. - Return to the hotel
- 9:00 p.m. - Settle for the night.



Day 2

- 8:30 a.m. - Breakfast
- 8:45 a.m. - Depart accommodation
- 10:00 a.m. - ***Tower Bridge Exhibition***
- 10:45 a.m. - Depart on foot & walk to Tower of London
- 11:00 a.m. - ***Tower of London*** self-guided tour
- 2:30 p.m. - Depart & walk via Tower Bridge
- 3:00 p.m. - ***River Thames cruise*** from Tower Pier to Westminster Bridge.
- 4:00 p.m. - Arrive at Westminster Pier
- 5:00 p.m. - Meet with coach and transfer to hotel



ITINERY (continued)

- 6:00 pm - Meal finishes
- 7:30 pm - Arrive at The Apollo Victoria Theatre
to see *'Wicked'*.
- 10:00 p.m. - Meet the coach and return to the hotel
- 10:30 p.m. - Arrive back at the Royal National Hotel



Day 3

- 8:30 a.m. - Breakfast
- 10:00 a.m. - Check out of the Royal National
Hotel
- 10:50 a.m. - self-led walking tour – 1 hour
- 1:00 p.m. - *Harry Potter Tour*
- 4:00 p.m. - Depart London to return home
- 8:30 p.m. - Arrive back in school



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