



Windsor Park CE Middle School

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Windsor Park CE Middle School
Springfield Road
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4th December 2024

Dear Parents/Carers

National Memorial Arboretum trip

We are looking forward to our upcoming trip for our Year 5 students on Thursday, 12th December 2024.

Your child needs to arrive to school at the normal time. We have arranged coach transport to return in time for the end of the school day. We would like to offer some final reminders for the day:

- Your child will need to wear **school uniform**, however as it is our Christmas jumper day on this day; students can wear a festive jumper underneath their blazer. Normal school shirts/ties/skirts/trousers should be worn.
- Please ensure that your child brings a **warm and waterproof coat** with them. **Gloves, a hat and scarf** should also be brought, as we will spend most of the day outside.
- **Mobile phones will not be allowed** to be used during the duration of the trip.
- **Comfortable, warm and weather appropriate footwear** will be required for lots of walking (these need not be school shoes).
- **All students will need to bring a packed lunch and a drink** with them for the day. If your child is in receipt of free school meals, a packed lunch will be provided by our canteen.
- If your child requires **medication** for the day, this should be sent in and **labelled with your child's name**. This should then be handed to a member of staff. Unfortunately, if your child requires medication and does not have this with them on the day, they will be unable to board the coach and instead remain in school.
- If your child has **asthma**, they will need to have **their inhaler with them and in their bag for the day**.
- **If your child needs an EpiPen(s)** they need to bring one and keep this on their person for the day. Any EpiPen(s) that we store at school for your child is a backup only. **Your child must bring their own EpiPen(s) on the day (again, labelled)**.

Should you have any further questions about this visit, please do not hesitate to contact me via the school office.

Yours sincerely
M Joyce

