



Sandfield Primary School  
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Headteacher Mrs Kate Collins

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16<sup>th</sup> May 2024

Dear Parents and Carers,

### **Year 4 Residential**

The Year 4 residential is fast approaching and we would like to take this opportunity to outline our expectations for this trip so that everyone can benefit from a positive and enjoyable experience.

We understand that some children can become anxious about staying away from home, possibly for the first time. Therefore, we would like to give our families a choice as to whether you would like your child to stay for the night. There is no expectation that your child has to stay. As parents, you need to make the choice, as to what you think is in your child's best interests.

#### **The sleeping arrangements will be as follows:**

- All classrooms in Key Stage 2 will be used:
- 2 classrooms for boys and 2 classrooms for girls
- There will be a maximum of 8 children sleeping on the floor per classroom
- There will be 6 adults staying the night (Mrs Lidstrom, Mrs Oliver, Mr Godber, Mrs Dorman, Miss McIllroy and Mrs Kelly)
- 3 of these adults will be sleeping in the staffroom close by. There will also be 1 adult sleeping at each end of the shared area near the exits. One adult will be sleeping upstairs in the Head's office

For those children not sleeping over, collection will be at 20:00 from school. They can return at 08:00 on Thursday morning for breakfast. Please use the car park gate for both pick up and drop off.

**To inform us if your child is staying the night, please complete the following form by Wednesday 22<sup>nd</sup> May: [Year 4 Form](#)**

For those children who will be staying the night, there will be a behaviour code that all children will be expected to sign. Again, this is to ensure that everyone has a positive experience, whilst also being able to sleep ready for a full day of activities on Thursday.

The behaviour code for the duration of the trip will be as follows:

- 1. I will listen to and follow all adult instructions so that everyone is happy and safe**
- 2. I will use kind words and actions when spending time with my friends**
- 3. I will be settled and in bed by 10pm**

**If I am not able to follow the 3 rules, I understand that my parents will need to collect me.**

The children will be asked to sign their behaviour code before half term so that all expectations are clear in advance. Due to the potential need for us to contact you, please check with the office that your contact details are up-to-date.

Many thanks,

*Claire McIllroy*

Ms Claire McIllroy  
Deputy Headteacher

**Everyone is welcome, everyone belongs and everyone is important**