



Cheddon Fitzpaine Church School

Rowford, Cheddon Fitzpaine, Taunton, Somerset. TA2 8JY



Telephone: 01823 451335
Fax: 01823 451683
Email: office@Cheddonbwmat.org
Web: www.cheddonbwmat.org

7th June 2016

Dear Parent/carers,

Residential trip, 22th – 24th June: Barton Hall, Torquay

We are looking forward to our residential which is now only a few weeks away.

Please find attached a kit list from PGL. Our apologies that this wasn't sent out before half term but it only arrived on the Friday afternoon as we broke up. Also attached is a luggage label.

To finalise the paperwork that we will need to take with us, attached is an EV6 form which gives your permission for us to take your child, their medical information and your emergency contact details.

- **Please ensure these are up to date and any medical conditions, even if these are no longer applicable (such as asthma, which can be an occasional issue and therefore, medication not always necessary) are fully documented for staff to be able to make an accurate assessment should the need arise.**
- Please note the declaration on the reverse of the form, on which you will need to indicate your permission or decline for photographs etc to be taken and used and that you agree to staff (either school, PGL staff or medical staff) administering first aid as necessary.

Please also advise us of any dietary requirements or food allergies that your child may have. Please note we are not able to cater for food preferences, we can only advise the Barton Hall caterers if your child has a food allergy, such as a nut allergy. In our experience, there is always a wide selection of choices at all meals so there should be something your child likes. Please return the attached form regarding this matter.

There is also attached a form giving details of medicines and how they should be administered. This will need to be completed with the details of medication required and again should include **any** medication that might be needed, even if it is not a regular dose, **i.e. asthma inhalers should be sent if your child is diagnosed as asthmatic even if they do not need to take an inhaler regularly. Staff will only administer medicine for which consent is held.** If there is any query whatsoever regarding your child's health, you will be contacted for instruction so please ensure **ALL** contact details are given.

These forms need to be completed and returned to myself or Mrs Durrant, **no later than Friday 17th June** to allow us time to collate the information, ready for departure. Please do advise us, however, should anything change or should new medication be required after this date. **We will not need medicines, however, until the day of departure.**

Thank you.

Mrs K Templeton

Encs. EV6 (to be returned now)
Permission to administer medicine (to be returned on the day of departure with any medicines)
Food allergy/dietary requirement slip (to be returned now)
Kit list
Luggage label



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Residential trip – Barton Hall June 22-24 2016

Name of child.....

I wish to advise you that my child has the following food allergy/dietary requirement

.....
.....

My child does not have any food allergy/dietary requirements

Parent/carer signature.....

Date.....