

Respect

Empathy

Ambition

Cooperation

Health



Sandwell Metropolitan Borough Council

Park Hill Primary School
Head Teacher: Mrs. C. L. Logan

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Friday 4th September 2026

Dear Parents/Carers,

Well, that time of year has come around so quickly and we're off to Frank Chapman soon!

I am writing to let you know about the plans for **Wednesday 30th September** and **Friday 2nd October 2026**, when we leave and return.

Wednesday

Please bring your child to the main entrance at 8.45am. You are welcome to stay in the school hall with your child and once we have registered everyone, and been to the toilet, we will make our way to the coach. Parents can walk with us to wave them off at the coach, approximately 9.30am. It will give you time to have last minute cuddles and also talk to staff about any other messages that you have about our stay (which we will of course make note of).

Please note: Your child will need a packed lunch, but if your child is currently entitled to benefit-related free school meals please indicate below whether or not you would like school to provide a packed lunch.

Medicines

Please give any medicine, in their original packaging, to **Mrs Glover**. You should have already completed a 'Request for the administration of medication or treatment during an offsite activity' form (Appendix 8 in your pack). If you have not completed this form, and require medication to be administered, please return this form as soon as possible.

Money

Children can bring a maximum of £10, preferably in change, as they will have the opportunity to purchase a goodie bag. Please send £10, in a labelled envelope, and hand to **Mrs Boardman** the morning of the residential.

Rucksack

Please send your child with a rucksack, along with a hat, scarf, gloves, warm jumper, an empty water bottle and a few healthy snacks.

Friday

We will leave Frank Chapman at 1:00pm. Please meet the coach at the top of the drive, outside school at approximately 2:00pm - ready for cuddling tired little ones and collecting suitcases full of washing! 😊

As the children get off the coach, all we ask is that you make sure a member of staff has acknowledged that you have collected your child. That way we know they have safely gone home.

A few other things...

Staff going to Frank Chapman will be Mrs Boardman, Mrs Glover, Miss Kaur and Miss Glover. We understand just how precious your children are – we think they're very precious too! Although this is a big thing for both you and your children, please rest assured that staff will take the best of care of them and do our best to look after them the way they would be cared for at home (whether that's reading a story before bed, finding the other clean sock, helping with hair brushing or giving a hug).

We will let you know of our safe arrival on Wednesday and when we leave the centre on Friday. Finally, please do let us know of any queries you have and thank you for trusting us to take your child/children on this exciting adventure! The staff enjoy it as much as the children, it really is a wonderful experience.

Kind Regards

Mrs Glover
Educational Visits Co-ordinator

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Reply slip

Name of child..... Class.....

My child currently receives benefit related Free School Meals and would like a packed lunch provided by school: YES / NO (Please delete as appropriate)

Signed..... Date.....