April 2014

Dear Parent/Guardian,

YEAR NINE RESIDENTIAL EXPERIENCE

Thank you to those of you that have already paid for the trip. I can now confirm the exact cost will be £346.00. As most of you have paid the deposit of £150.00, this leaves £196.00 to pay. If you are unsure of how much you have paid, please contact Mrs Davis in the Finance Office for details. I would be grateful if you could ensure that all funds reach us by 30th April 2014.

We do encourage all girls to participate, as we believe the trip to be so worthwhile and financial assistance is available for those who require it. Parents should write in confidence to Mrs Wybar for this to be arranged or contact me to discuss the various options.

Here are the final details of the Year 9 activity week. I hope you will find the following information useful, if you do have any questions please do not hesitate to contact me.

DEPARTURE DATE: Monday 2nd June 2014
The coaches will be parked on St.John’s Road, by the Freight Transport building. Please arrive to be registered and pack the coaches no later than 5:45 a.m. Please ensure that your daughter brings a packed lunch with her to be eaten on the coach-please no nuts or nut related products due to some girls suffering with nut allergies.

ACTIVITY CENTRE: Knapp House Activity Centre
ADDRESS: Churchill Way
Northam
Bideford
EX39 1NT
Telephone: 01237-478843
Emergency only mobile contact – Miss Parkinson – 07900-155316

COACH COMPANY: Hills Services Ltd
Telephone: 01805-601203

During the week if you need to contact your daughter urgently, please do so through Dr Rosanne Brimsted, as she is the emergency contact.

Telephone: 01892 520902 during school hours
01622 726342 evenings, or
07780 718580 (mobile)

ACCOMMODATION: Girls will be sleeping in dormitory style rooms with bunk beds. All bedding is provided, however, girls are required to bring a towel with them. It is
suggested that a spare towel is brought to be used for the water based activities.

**LUGGAGE:** Each girl is restricted to one large holdall, suitcase or rucksack which will be loaded in the luggage compartment, and a daysack which will be carried as hand luggage. It is suggested that a bin liner is used to store any wet and dirty clothing at the end of the week.

**ACTIVITIES:** Each girl will be in a group of between 9-12 pupils. The group will stay together for all activities. Everyone is expected to attempt all the activities, however, if any girl has any worries, she should discuss them with me. We will not force girls to do any activities, we will gently encourage them.

**POCKET MONEY:** It is advised that girls bring only a small amount of money with them for shops at service stations during the journey, and there is a shop on the site where they can buy drinks and confectionery.

**OUTDOOR EQUIPMENT:** The comfort and well-being of your daughter will at all times depend upon the quality of clothing and equipment being used. Please seek advice if you are unsure of the suitability of any items.

**Water-skiing and Surfing:** Wetsuits are provided.

**Canoeing:** Each group member should bring a towel and a complete change of clothing.
- In warm weather - swimming costume, T-shirt, old trainers, cap and sunscreen.
- In cold, wet or windy weather - swimming costume, T-shirt, old trainers, sweatshirt, tracksuit bottoms, waterproof and a hat.

Jeans must **NOT** be worn; remember that all clothes used for canoeing will get wet, so take a large plastic bag to keep dry things dry and wet things wet!

**All canoeists must be able to swim 50m in clothing normally worn for the activity.**

**Climbing:** Loose fitting clothes should be worn, preferably not jeans. Please dress to suit the weather. There will be some standing around, so wear warm clothing when required. Trainers should be worn whilst climbing. No hiking boots or similar. Footwear must be clean on the climbing wall.

**Abseiling:** Clothing with draw cords around the neck should not be worn. Long hair must be tied back securely so bring hair bands, etc. Trainers with grip are the best footwear. This activity is outside, so dress according to the weather.

**Water based activities:** Buoyancy aids are provided. Wet shoes are advisable.

**INSURANCE:** The policy taken out is with Kent County Council, which comprehensively covers activities considered to be hazardous.
MEDICAL: Please would parents provide spares of pills, inhalers etc. to be kept by staff, and provide detailed information about your child’s medical needs on the health form. There will be a member of staff who will be in charge of all First Aid matters during the week.

STAFF: There is a staff-pupil ratio of 1:10/1:15 during activities and 1:8 in canoeing. All instructors who are leading activities have the appropriate nationally recognised qualifications. Many of the TWGGS teaching staff have many years of experience with outdoor education and residential trips.

SUPERVISION: During the activities your daughter will be supervised at all times, and there will be periods of free time before the evening meal, and after evening activities; it must be stressed that no-one is allowed to leave the site without permission, and we request your co-operation in this matter.

CODE OF CONDUCT: To enable the week to run smoothly, and to be problem free, we ask that all remember the following rules:-

1. No loud behaviour.
2. Keep the rooms litter free and the general environment tidy.
3. Be courteous.
4. Assist the staff with any duties when requested.
5. Be responsible for your own equipment, and extremely careful with specialist equipment.
6. Be quiet in your rooms by 10:00 p.m.
7. There will be NO SMOKING and NO ALCOHOL under any circumstances.
8. Do not do anything silly or dangerous that will put yourself or others at risk.

Any unacceptable behaviour, which is a safety risk or a flagrant violation of the Code of Conduct, could result in your daughter being returned home early where she will be expected to attend school.

RETURN TO SCHOOL: Please collect your daughter from the end of Southfield Road on Friday, 6th June at approximately 7:00 p.m. If we are delayed for any reason we will inform you via the telephone tree.

Girls will be given a telephone tree before departure which we would ask you to keep available should we need to activate it. They will also receive a group activity list and details of rooms. Please could the girls bring this with them so that they know what they are doing throughout the week. If you have any questions or concerns about the trip, please do not hesitate to contact me on: 01892 520902 or by email assthead@twggs.kent.sch.uk. During the week, I can be contacted on my mobile phone – 07900 155316.

Thank you for your co-operation, we are all looking forward to an enjoyable week.

Yours faithfully,

Jane Parkinson,
Assistant Headteacher
The centre provides wet suits and waterproofs for lake activities and all relevant equipment for activities.

The following items will be very useful to you on the trip:

- Waterproof jacket
- Wet shoes or old trainers for water activities and tunnelling – they will get wet and muddy
- Flip flops to wear around the site – no bare feet allowed
- Swimming costume
- 2 towels – one for activities and one to keep in your room
- Trainers for abseiling/climbing
- Long sleeved top for climbing and tunnelling
- T-shirts – avoid vest tops for activities as your arms are not protected
- Sun cream
- Cap
- Warm jumper/hoodie as it is often cold in the evenings
- Thin fleeces
- Underwear – extras in case you get wet
- One set of clothes to wear in the evenings - which stays dry and can be used for the journey home
- Wash accessories
- Personal medical kit plus spares to be handed in
- Food for the journey
- Water bottle to take to activities
- Small rucksack to carry lunch and clothing
- Torch – this is very useful to have
- A small amount of spending money – there is a shop on the site that sells snacks and drinks

Any questions about kit, please do not hesitate to contact me on 01892-520902 or by email – assthead@twggs.kent.sch.uk

Miss Parkinson