

Thursday 14th September 2023

Dear Parent/Carer

Caythorpe Court Residential Visit, Friday 6th October – Monday 9th October 2023

The date for the residential visit is fast approaching and we have arranged a meeting for trip members accompanied by at least one parent/carers. The meeting will take place on **Thursday 21st September September at 3.45 pm**, hosted by Mrs Allenson in Maple Class and we expect this to last approximately 20 minutes. At this meeting, you will be provided with all the forms and information you need to prepare for this visit. If you have not yet completed your consent form and medication request form (should your child require medication whilst at Caythorpe), please complete and return these to school as soon as possible. If you require copies of the paperwork on the day of the meeting, these will be made available for you. We can then ensure the necessary information is forwarded to Caythorpe Court in sufficient time.

Any questions you have regarding the trip can be answered at this meeting. This meeting will also provide you with the opportunity to find out what essentials your child will need. Staff members will explain in detail what arrangements will be in place for the supervision of pupils at all times during the trip and what expectations there will be of pupils with regard to general cooperation, and with regard to such matters as behaviour.

I would be grateful if you could confirm your attendance at this meeting as soon as possible; please reply by email or send an Arbor in-app message. If you are unable to attend this meeting and have any questions or queries regarding the visit, please let us know and we will respond to you.

We hope that you can attend this meeting and that your child is looking forward to the forthcoming visit.

Yours sincerely



Mrs A Allenson
Assistant Head of School