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 @WokinghamKnight

# Whiteknights Primary School

Growing Greatness



Acting Headteacher Mrs B Reynolds

12<sup>th</sup> January 2024

Dear Parents/ Carers,

## **Final Information - Year 4 Residential trip to Burwell House – Wednesday 17<sup>th</sup> January - Friday 19<sup>th</sup> January 2024.**

With less than a week to go, here are the final details about the above mentioned trip.

Could the children please arrive at school at 7.30am on Wednesday 17<sup>th</sup> January. This will enable time to load suitcases/bags onto the coach and sort out any medications request etc. The coach will leave the school premises promptly at 8:00am

The coach will return to school on Friday 19<sup>th</sup> January at 4:00pm.

### **Medicine**

Any medication already kept in school will be taken with the teachers. We can only give your child any other medicine if you have provided it and included a signed permission slip with your instructions for administering. Please collect the relevant form from the school office if required. If medicine needs to be handed over on the morning of departure, please let the office know in advance.

For any pupils requiring travel sickness tablets for the outward journey, please administer these before their arrival at school. If you wish your child to receive medication for the return journey, please follow the instructions in the paragraph above.

### **Pocket Money**

There will be a chance to buy a souvenir, so children can bring a **maximum of £5** in a named wallet if they wish. Please make sure this is handed to staff before departure.

### **Electronic devices**

We cannot allow pupils to take any electronic devices with them. This includes mobile phones, cameras or any hand-held gaming devices. Each member of staff will have the use of a school camera for the week. Only pupils with **photographic permission** will feature in photographs captured on the trip. We will only be able to share those photos on our **private Instagram trips and excursions page** (see below for more details) if we hold the relevant permissions on the new Arbor App. If you need to make any changes to the permissions we hold, please contact the school office before the trip. There is no need to bring a camera.

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## Private Instagram Page

We have established a private Instagram page dedicated to capturing unforgettable moments from our school trips and excursions. Please be informed that this private Instagram page will serve as our primary means of contact with parents.

Periodically, when possible, we will share photos for you to enjoy. To stay connected and get a glimpse into your child's adventures, kindly follow the steps below.

### 1. Follow Our Page:

- Search for @wokingham\_knight\_trips on Instagram.
- Click "Follow."

### 2. Request Approval:

- Once you've requested to follow, our page administrator will receive your request.

### 3. Approval Process:

- For the safety and privacy of our pupils, all follow requests will be carefully reviewed.
- The administrator may require you to confirm your child's first name, class name and DOB (date of birth) for verification purposes - **be sure to monitor your Instagram messages.**

**By following our page, you agree not to publicly share any images posted on the page.** This additional step ensures that our private page remains exclusive to our school community and upholds the privacy of our pupils.

## Which members of staff will be going on the trip?

Mrs Reynolds, Mrs Brown, Mr Lane, Mrs Collard and Miss Beasley will be joining pupils on the trip.

If you have any further questions about the trip, please do not hesitate to contact the school office.

Yours faithfully,

**Mrs Brown and Mr Lane**  
**Year 4 Teachers.**