

Telephone: 02392734787

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www.craneswater.portsmouth.sch.uk

We can now confirm the total cost of the trip will be **£175.00**. The balance of £115.00 can be paid on your ScoPay account in 3 instalments, £40 on 1st November, £37.50 on 1st December and the final balance of £37.50 on 1st January at the latest. You are welcome to pay the whole balance in full if you wish to.

A medical form will be emailed to you via google forms, which should be completed online no later than **Friday 1st December**. (We cannot take your child without the completed form).

Departure and Return

Your child will require a packed lunch to be placed in a disposable bag with a non-fizzy drink for the first day. Do not send in a lunch box/bag or water bottle as we will be disposing any waste.

Children will need to be at school by the normal time (8:40am) on the day of departure and not before 8:30am. Labelled luggage must be placed under the shelter next to the lodge in the playground. Children will then go to their normal classes for registration. The coach is due to leave at approximately 9.15am. Parents are welcome to stay and see their children off so it is advisable to park on the roadside, adhering to any parking restrictions.

On return, we anticipate the coach will return to school at approximately 3.30pm on Friday 12th January. Please can we ask you **not to wait outside the school on the roadside**. Children will be escorted into the middle playground along with their suitcases and will meet you there. **Children must be signed out by a teacher before leaving.**

Please be aware the school reserves the right not to include a child whose behaviour may indicate that he/she may put them or other children at risk and parents may be contacted to discuss this prior to the visit.

If you have any questions regarding the trip, please do not hesitate to contact me by emailing info@craneswater.portsmouth.sch.uk.

Yours sincerely

Mrs J Robinson
Teacher Organising Visit



Essential Items for a stay at Hooke Court

Clothing and shoes worn outside during activities will inevitably get dirty – so old clothes are best! Your school staff will help children look after their things, but items regularly get lost or left behind. We therefore strongly recommend that you name all items of clothing – and provide your child with a packing list, so that he/she can check items back into their bag.

Please use the following checklist to help pack bags:

- Gloves, hat, scarf
- Toiletries bag containing: toothbrush, toothpaste, soap, hairbrush etc. (no aerosols)
- Small hand towel
- Night clothes
- Socks and underwear (several pairs of socks for layering)
- T-shirts, shirts (at least 1 with long-sleeves)
- Warm jumpers or sweatshirts
- Trousers, jeans, tracksuit bottoms or leggings
- Waterproof jacket (and trousers if you have them)
- Sturdy shoes or wellingtons – necessary for muddy outside activities
- Slippers – necessary for indoors (not Slipper Socks)
- Cuddly toy
- Large plastic bag for dirty clothes
- Disposable Camera - optional
- **Packed Lunch with a non-fizzy drink in a disposable bag (not in a lunch box/bag or waterbottles)**

* Please note that outdoor activities require long sleeves and long trousers even in the summer to protect legs and arms from scratches etc.

Please do not send mobile phones, expensive cameras, electronic games, ipods or mp3 players, expensive or much-cherished jewellery, expensive or favourite clothing or shoes. All accommodation is locked securely but we cannot be responsible for any loss or damage to personal property.