

# The Round House Primary Academy

Part of The Diamond Learning Partnership Trust  
Established in the Queen's Jubilee year 2012

School Drive, St Neots, Cambridgeshire, PE19 6AW  
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CEO: Mrs Susannah Connell BSc MA (Ed Mgt) NPQH  
Headteacher: Mrs Holly Bates BEd NPQH

23rd April 2025

Dear Parents and Carers

## Year 4 Grafham Residential Trip 14<sup>th</sup>-16<sup>th</sup> May 2025

The final payment for the trip to Grafham was due on 28<sup>th</sup> March 2025. Please ensure that the trip has now been paid for in full otherwise your child may not be able to attend. Mr Hills and Mr Ward will be accompanying the children this year with some of our teaching assistants.

Please find attached Grafham Water's permission form for you to complete as soon as possible and return to the school office no later than **Monday 28th April** so that we can forward the information to Grafham in time for our visit.

I have attached a copy of the kit list as I know many of you have been asking for this. Please do not send any electrical items with your child (e.g. game consoles, phones, hairdryers). Children need to make sure that their clothes/items for the residential are clearly named and can be easily transported from vehicles to our accommodation. Please ensure that your child brings a named water bottle to use during the stay.

Grafham are unable to provide lunch on the first day, so **please send a packed lunch with your child**. If your child is entitled to free school meals and you would like the school to provide a packed lunch on this day, please complete the attached form to let the office know as soon as possible.

Please arrange for your child to be dropped off at Grafham Water at 10.00am on Wednesday 14<sup>th</sup> May. If you are unable to organise transport for your child or arrange a car share with other parents, please let the school office know as soon as possible by completing the slip below.

Children will need to be collected from the centre at 2.00pm on Friday 16<sup>th</sup> May. Please find a map of how to find the Centre at the end of this letter.

Children do not need to come to school to register first, we will see them at the centre.

If your child has medication that they need to take with them, this must be in the original packaging and have their name on it. A Consent Form for Administration of Medicine will also need to be completed, giving the dose to be given/frequency and must be handed to Mrs Rush on arrival at Grafham. Any medication should have already been disclosed on your permission form. Copies of these forms are available from the school office.

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Children will be allocated beds on arrival. Teachers are in charge of the accommodation and children will be supervised at all times. During the day Grafham Water staff lead activities. Activities include high ropes, raft building, archery, team building, Kayaking etc. There will be evening activities organised by the teachers.

There is a gift shop open for small souvenirs, prices range from 50p to £3. Maximum limit of £5. If children wish to bring money, please put it in a sealed named envelope and hand it to a member of school staff on arrival. Children will have breakfast, lunch, dinner and a bedtime snack provided by Grafham Water. Do not bring any additional food (e.g. sweets, biscuits, chocolate).

Staff will be capturing all the excitement during the days and will hopefully upload photos and/or children's comments onto Class Dojo directly (internet signal permitting). If you need to contact us in an emergency, please call the school office and they will contact the Centre. Children are not allowed their own personal mobile phone.

I am sure that the children will have a wonderful time.

Yours sincerely



Mrs Holly Bates  
Headteacher  
On behalf of The Round House Primary Academy (part of TDLPT)

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To: The Round House Primary Academy, School Drive, St Neots. PE19 6AW

**Year 4 Residential Trip to Grafham Water Centre 14<sup>th</sup>-16<sup>th</sup> May 2025**

Child's name \_\_\_\_\_ Class: \_\_\_\_\_

\*I will / \*will not be able to take my child to the centre.

\*I will / \*will not be able to collect my child from the centre.

If you have made alternative travel arrangements for your child to and/or from the centre, please provide information below.

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| <b>My child requires a school packed lunch</b><br>(for free school meal children only) | <b>Yes/No</b> |
|--|---------------|

Signed \_\_\_\_\_ Parent/ Carer

\* Please delete as appropriate

## PERMISSION FORM

To be completed by parents or guardians on behalf of the young person attending and returned to the Group Leader.

|   |                |   |                |
|---|----------------|---|----------------|
| <b>School/ group name:</b>  |                |   |                |
| <b>Dates of visit:</b>  | From:          | To:   |                |
| Name of child attending   |                |   |                |
| Address:  |                |   |                |
| Parent/Guardian name:   |                |   |                |
| Parent/Guardian contact numbers   | Daytime number | Evening number  |                |
| Date of birth of child  |                |   |                |
| <b>Medical information</b>  |                |   |                |
| Doctor  |                |   |                |
| Doctors address   |                |   |                |
| Doctors telephone number  |                | Daytime number  | Evening number |
| <ul style="list-style-type: none"> <li>Does your child have a rare blood group?</li> </ul>  | <b>YES/NO</b>  | If <b>yes</b> , please state which group  |                |
| <ul style="list-style-type: none"> <li>Is your child allergic to any medicines?</li> </ul>  | <b>YES/NO</b>  | If <b>yes</b> , please give details   |                |
| <ul style="list-style-type: none"> <li>Has your child been prescribed medication to take during your time at Grafham Water Centre?</li> </ul>   | <b>YES/NO</b>  | If <b>yes</b> , please give details<br><br><b>This medication should be handed to the Teacher in charge, together with the written dosage instructions.</b> |                |
| <ul style="list-style-type: none"> <li>Is there any other information concerning your child's health that you feel we should know about? e.g. sleepwalking, asthma, epilepsy, hay fever, diabetes, bed wetting</li> </ul> |                | Please give details   |                |
| <ul style="list-style-type: none"> <li>Has your child had a Tetanus injection in the last 5 years?</li> </ul>   | <b>YES/NO</b>  | Notes:  |                |

**DIETARY INFORMATION**

Please indicate any special dietary requirements your child may have due to medical, religious or moral reasons.

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**PARENTAL DECLARATION**

**A parent or guardian must complete the following section if the student is under 18 years of age.**

I undertake to inform the visit organiser or the Head Teacher as soon as possible of any relevant change in medical circumstances occurring before the journey.

In the case of accident or illness whilst away from home, I consent to any necessary medical treatment, which might include the use of anaesthetics.

**Please Note:** We may occasionally take photographs or film young people involved in activities. These may be used in various publications, brochures or for TV.

Please tick the box if you **Do Not** wish your child to be included

**INSURANCE ARRANGEMENTS**

I agree that (I / **my son / daughter / ward**) will participate in a programme of activities which has been planned between Grafham Water Centre and the school.

I understand that the insurance of Cambridgeshire County Council covers all legal liability to all students on courses. Personal Insurance is provided for all Cambridgeshire County Schools on receipt of the deposit. Grafham Water Centre regrets that the insurance cover is not available to other organisations. Such organisations are strongly recommended to provide their own insurance for personal injury, loss of possessions or cancellation, which should take effect from the time of booking.

**Signed:**

**Parent or Guardian**

**Date:**

**Thank you for completing this form. Please return it to your Group Leader.**