

Mrs Julie Sandford
Headteacher



South Park Avenue
Norwich NR4 7AU

4th October 2018

Dear Parent/Carer

Final Reminders/Information for Parents of children going to Brancaster:

The school mobile phone number for *emergency contact only* at Brancaster will be: **07825 749567**

Please remember that a medical form must be filled in for any medicines to be administered during the visit. Please hand the signed form (available on the Monday morning if required) with instructions and medicines to Miss Harrison on the Monday morning-all of this labelled and in a plastic bag/wallet. The exception to this is paracetamol- which we will provide and administer as appropriate as long as you have given permission on the original consent form. If you are giving travel sickness medicine for the journey there, do not forget to hand this with a form to Miss Harrison for the return journey. Ensure children with ventolin inhalers have them and are named (a form should be included if a spare is sent).

Please try to involve children in packing and have as much clothing as possible labelled to help identify it. **A black bin bag will be useful.** On arrival at school on the Monday morning children should store bags in the Hall. On return, children will leave school at normal time on the Friday, and might be glad of some support to help carry their bags, (however, on either occasion, please do not park in the school car park). As discussed at the parents' meeting, please do not pack 'snacks,' or electrical devices including phones.

As previously stated we will hope to update progress from Brancaster on a daily basis on the Colman Junior School Instagram page which can be found on the school website.

Yours sincerely

A handwritten signature in black ink, appearing to be 'S. Furlong'.

S Furlong