

# Seghill First School

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Headteacher: Miss T Chappell



17 June 2021

Dear Parents and Carers

## Dukeshouse Wood visit Wednesday 23 to Friday 25 June

The departure date for Dukeshouse Wood is approaching so we wanted to send you some reminders of information about your child's residential visit. You may have had this information already, but please keep it to hand before and during the visit in case you need it. Please find attached-

- emergency procedures- an explanation of what will happen in an emergency at Dukeshouse Wood or at home;
- centre location details- to be used only in an emergency and if requested by school or centre staff;
- Kingswood code of conduct- this must be followed at all times;

All paperwork for the visit, including risk assessments, have been sent to and approved by Northumberland County Council, so we are now raring to go. Please see the arrangements below-

### Wednesday 23 June

Please arrive at school by **8:45am** as normal on Wednesday.

Children should wear the clothes that they are going to do activities in on arrival at the centre- trainers, joggers or leggings, top and jumper. There is no time to change, so please don't come to school wearing school uniform. Please make sure that your child's clothes and footwear are suitable for the activities and refer to the kit list.

Children **MUST** have a **waterproof coat** even if it is a really sunny day on Wednesday and the forecast for the week is good.

**Cases and bags** should be taken in to the Year 3 classroom.

Please hand all **medication** to Mrs Bell on arrival at school.

All children must bring a **water bottle** as they will need to take this with them to Dukeshouse Wood.

Please hand all **pocket money in a named purse or wallet** to Mrs Bell on arrival at school.

Children will **work as normal** with Mrs Bell and Miss Ritson in the morning.

We are eating our **lunch** before we leave school. It would be really helpful if your child could have a school meal on that day. If they cannot, please send in their packed lunch.

We will be leaving at **1:30pm**. You may come to school to wave your child off if you want to, but please do not feel that you have to do this, especially if you know that this will upset your child or you.

**During the visit**

We will send **updates** via School Gateway or the school Facebook page. These will be limited as Mrs Bell and Mrs Lyons will be busy with the children and won't have much time to be texting or ringing me!

Mrs Bell will not be contacting parents directly unless there is a reason for her to do so (please see emergency procedures information).

**Friday 25 June**

Please collect your child from the **classroom door at 2:00pm** on Friday.

All children will be brought in to school. Children **cannot be taken home directly from the coach**.

If you are collecting younger children at 1:15pm, you are welcome to wait outside on the field for the coach to arrive back at school. I'm sorry that we cannot ask you to wait inside. This is because we cannot allow children from different class bubbles to mix while waiting for the children to return.

We are so thrilled that the visit is able to go ahead. If you have any questions about the visit, please do not hesitate to call in to school to see Mrs Bell, or I am also available to answer questions.

Yours sincerely

Miss Chappell  
Headteacher

### **Emergency procedures**

All parents have completed a **parent consent form**. We will take all of these forms with us so we know your emergency contact details and any information regarding medical conditions, medication, allergies and dietary requirements.

Children are not allowed to take mobile phones to Dukeshouse Wood.

### **Emergency involving your child while at Dukeshouse Wood**

Children will not be able to contact their parents from Dukeshouse Wood. Staff will only contact you for the following reasons-

- to let you know that your child has been hurt and they need to be collected by you from Dukeshouse Wood as soon as possible;
- to let you know that your child is unwell, that they are not well enough to stay at Dukeshouse Wood, and need to be collected by you from Dukeshouse Wood as soon as possible;
- to let you know that your child has been hurt and has been taken to hospital.

It is very unlikely that we will contact you because the likelihood of any of these happening is small. However, we must have your emergency contact details because if we do need to speak to you it will be for a very important reason.

### **Emergency at home**

Parents cannot contact their child while they are at Dukeshouse Wood. If there is an emergency, please inform Miss Chappell on 0191 2370419 or 07785 180454. In the vast majority of cases, keeping to the agreed routines for children is the best thing to do.

If an emergency occurs which means that you think your child may need to leave Dukeshouse Wood early, please speak to Miss Chappell and a plan will be agreed.

Please do not attempt to contact your child or school staff by telephoning Dukeshouse Wood.

### **Dukeshouse Wood address**

Kingswood - Dukeshouse Wood  
Fellside  
Hexham  
Northumberland  
NE46 1TP

# Kingswood code of conduct

Our Code of Behaviour is based upon mutual respect and tolerance. Kingswood is about safely having fun, making friends and trying new and positive experiences. We insist that our code is followed at all times. As an organisation we are also committed to and support anti-bullying campaigns and will not tolerate anti-social practices whenever and wherever they occur. We therefore insist that if any parent/guardian has concerns or is aware of a history of a child being unable to comply with points raised within our Code then we should be contacted immediately. We will carefully consider matters and advise on whether we feel the Centre is an appropriate choice with particular references to such considerations as access, successful participation and health and safety. Please remember that we always reserve the right under our terms and conditions of booking, to exclude any child after holiday commencement, if their behaviour is incompatible with the general enjoyment and well-being of others.

- Kingswood fully supports the National Anti-Bullying Campaign and will not tolerate bullying of any nature at our centres.
- For the safety and well-being of all guests, we reserve the right to invoke Clause 6.5 of our Booking Conditions should any guest refuse to adhere to this Code of Behaviour. "We reserve the right to decline to accept or cancel any Booking or exclude any Child at any time prior to or during the Holiday if in Our reasonable opinion the behaviour of that Child is or may be disruptive, dangerous, annoying, or incompatible with the general enjoyment of other visitors."

Behaviour deemed inappropriate includes, but is not limited to:

1. Bullying (in any form) Bullying can take many forms including (but not restricted to):
  - physical assault
  - teasing
  - making threats
  - name calling
  - cyberbullying: bullying via mobile phone or online (e.g. email, social networks and instant messenger)

It is intended to hurt someone either physically or emotionally often aimed at certain groups, eg because of race, religion, gender or sexual orientation. Kingswood will not accept any behaviour of this type for students or leaders. This behaviour may lead to being asked to leave the centre.

2. Leaving the site unless accompanied or agreed by a member of Kingswood staff.
3. Threatening behaviour, foul, offensive or insulting language to other guests or Kingswood staff.
4. Consumption of alcohol.
5. Suspected involvement with illegal drugs.
6. Smoking by any student.
7. Entering accommodation used by the opposite sex or fostering an inappropriate relationship with another student.
8. Wilfully leaving allocated accommodation blocks, without good reason, after lights out.
9. Theft, vandalism or illegal activities.
10. Inappropriate behaviour.
11. Accessing and/or publishing inappropriate or offensive content on the internet/social media.

# DUKESHOUSE WOOD

Fellside, Hexham,  
Northumberland NE46 1TP



1 RECEPTION

2 DINING HALL

3 ACCOMODATION

4 FENCING / DISCO HALL

5 ACTIVITY BARN

6 AEROBALL

7 PROBLEM SOLVING

8 MOTORSPORTS

9 3G SWING

10 HIGH ROPES

11 ARCHERY

12 ZIPWIRE

13 TEAM CHALLENGE

14 TEACHER RETREAT



