



# **Giffnock Primary School**

## **Lockerbie Manor Residential Trip**

### **Monday 18<sup>th</sup> March- Friday 22<sup>nd</sup> March 2024**

Dear Parent/Carer

Our Primary 7 children will soon be off to Lockerbie Manor to have a fabulous week at the outdoor centre. In preparation for their visit, there is a range of information that we would like to share with you to help with your planning.

Our final arrangements are as follows:-

#### **Monday 18<sup>th</sup> March 2024**

- Children can arrive any time between the normal school start time of 08:55 to 09:15
- Children will gather in the 'blue' gym hall.
- The bus leaves from Fenwick Road for Lockerbie at approximately 10:00. Parents are welcome to join at this time to wave the bus off, however this is entirely optional.
- Please note that we ask parents to provide a packed lunch to be sent in a disposable bag (no lunch boxes) as the children will be stopping on route at Strathclyde Country Park (weather permitting) to have lunch before their arrival at Lockerbie Manor for 12:45.
- Children should not bring sweets or chocolates containing nuts due to allergies and cross-contamination.
- Arrival at Lockerbie around 12:45 (we will be in contact via Twitter to confirm arrival).

#### **Friday 22<sup>nd</sup> March 2024**

- Depart Lockerbie at 12:45 after lunch.
- We will arrive back at school by 14:30 (approximately).
- We will be in contact via Twitter with the estimated time of arrival in order for you to be able to meet and collect your child.

#### **Spending Money**

It is optional for children to take along £5 (coins only) pocket money with them to buy souvenirs from the Lockerbie gift shop. The children are expected to take full responsibility and any money carried is at the child's own risk.

#### **Medication**

If your child requires the administration of medication during the week an 'Administration of Medicines Parental Consent Form' (appendix 8) must be completed and returned; this is enclosed in the pack. Please ensure enough information is given about your child e.g. medication required because of Asthma etc. **All medication should be clearly labelled in a bag with your child's name and given to a member of staff on the morning of departure.**

#### **Specific Dietary Requirements**

The choice of food and drink provided at Lockerbie is healthy, appealing and plentiful. The centre is very experienced in meeting a whole range of dietary requirements. Please complete the enclosed consent form and list any specific dietary/ religious requirements including vegetarian etc.

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**Meal times and Session timings**

***General Time Table:***

07.00	-	Rise & Shine
07.30 – 08:00	-	Breakfast starts
<b>09.15 – 10.30</b>	-	<b>Outdoor Pursuit Session 1</b>
10.30 – 10.55	-	Break Time
<b>10.55 – 12.20</b>	-	<b>Outdoor Pursuit Session 2</b>
12.20 – 13.45	-	Lunch Time
<b>13.45 – 15.10</b>	-	<b>Outdoor Pursuit Session 3</b>
15.10 – 15.35	-	Break Time
<b>15.35 – 17.00</b>	-	<b>Outdoor Pursuit Session 4</b>
17.15 – 19.00	-	Evening Meal / Free time
<b>19.05 – 20.30</b>	-	<b>Outdoor Pursuit Session 5</b>
21.00	-	Bedtime

**Lockerbie Manor Kit List**

***‘What to Bring’***

- Luggage:** Please restrict this to one case / rucksack that your child can carry, plus one piece of hand luggage only (Metal frame rucksacks should be avoided as they are difficult to fit into the coach).
- Bedding:** **All children must bring their own, freshly laundered sleeping bag, pillow and pillowcase.** Please put the pillow and pillowcase in a bin bag clearly marked with child’s name.
- Clothing:** **Please ensure all clothes, shoes, bags, etc. are named/ labelled.** If anything does get lost it can then easily be forwarded to the owner.
- Drink bottle:** For personal use, please label this also.
- Torch:** Needed for walks in the evening.

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**Suggested clothing list to pack**

- Rucksack, water bottle and torch
- Freshly laundered sleeping bag, pillow and pillowcase
- 6-8 t-shirts, 6-8 sweatshirts or hooded jumpers, 6-8 jogging bottoms or tracksuit trousers (no jeans for any day activity). This will allow one outfit per day plus at least one extra spare set
- 8-10 pairs of socks and 8-10 sets of underwear
- Shoes - at least 3 pairs; 1 for indoor, 1 sturdy pair (old outdoor trainers or walking boots, no wellies) and 1 pair for wet activities
- Pyjamas, slippers, books, playing cards and other quiet activities
- A hand and bath towel x2 (1 for showering and 1 for wet activities)
- Toiletries (only roll on deodorant / no aerosols allowed as alarms are activated or glass bottles)
- Warm waterproof jacket (trousers are handy too), a hat and gloves
- Large (strong!) plastic bin-bags, pre-labelled with your name on, to put dirty/ wet clothes in
- **Please remember, our children do not need brand new, expensive outdoor clothing and equipment. Old clothes and lots of layers are best**



Any medication must be handed to a member of staff on the morning of the trip. Please label your child's medicine clearly and complete an 'Administration of Medicines' Form appendix 8 (no medicine can be administered without this).



Please DO NOT bring any electrical or IT equipment. No mobile phones, tablets, gaming consoles, hairdryers or straighteners. No football colours, chewing gum or aerosols.

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No jewellery (including piercings), except for stud earrings.



Please note the children may have a disco as one of the evening activities. So don't forget to pack one party wear outfit.



Lost property – Lockerbie centre must be notified of any lost property within 2 weeks of the school's departure from the centre. For any lost property that is returned there is a minimum charge of £5.00 to Lockerbie Manor.

**In addition to the information on the enclosed kit list, please ensure that:**

1. All clothes are clearly labelled – remember that much of the clothing looks the same, particularly when it comes to packing up to come home again! 'Designer outfits' are not suitable and the week could be completely spoiled if your child is cold and wet, or an outfit is ruined. Older clothing that you do not mind getting muddy and even stained/ spoiled by the outdoor activities should be brought. There should be no need to spend any significant monies on clothing – please get in touch with the school before doing so if you are in any doubt. Denim jeans are not suitable for outdoor activities. For most of the sessions you should wear long sleeve tops and long trousers and shoes, which are suitable for the weather conditions. All children with long hair must tie their hair back whilst on session. Please do not wear any item of jewellery.
2. Please do not give your child an expensive family camera to capture their adventure. Often the photos from a disposable camera or similar are sufficient and it means that the children can enjoy their activities without worrying about damaging their camera. Moreover, our staff will post a range of photos on the school twitter feed during the week and, though we cannot promise multiple photos of every child, this may be enough for most families.
3. Please ensure your child does not bring any electrical or IT equipment such as mobile phones, tablets, games-consoles, hairdryers or straighteners, as we cannot be responsible for the loss or damage of such items.

**Travel Sickness**

If you think that your child may be unwell travelling we ask that you complete the Administration of Medicine Consent Form (appendix 8) and let us have Travel Sickness tablets for both the outward and homebound journeys. Better safe than sorry!



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**Behaviour**

We do hope that the children will have a wonderful time at Lockerbie. The health and safety of your child is a prime concern. We will be talking to the children about standards of acceptable behaviour but it would be appreciated if parents also discuss with their child appropriate behaviour during the trip.

**Staffing**

I would like to take this opportunity to thank all of the staff who are accompanying the children for the week. I am sure we all agree how grateful we are to them for taking on this additional responsibility.

**Activity Consent Form**

Please also find enclosed an activity/ swimming consent form (appendix 4 d/a/c) which must be completed and returned to us.

**Outstanding Payments**

We would require any outstanding payments to be made by **Friday 23<sup>rd</sup> February 2024**. All payments should be made via ParentPay and there is a link to this facility via the school website. An activation letter has already been issued to you but if you have any queries please contact the school office.

Please check you have completed and returned the forms below to the school office by **Friday 2<sup>nd</sup> February 2024**:

- Appendix 4a/c Trip consent, Medical, and Dietary
- Appendix 4d Swimming
- Appendix 8 Administration of medication form (if required)

I am sure our Primary 7 pupils will have an amazing time at Lockerbie Manor. If you require any further information or have any concerns or questions about the trip then please do not hesitate in contacting the school office.

Kind regards,

Rob Lawson  
Head Teacher