

## St. John Ogilvie Primary School

Lacy Street  
Paisley PA1 1QR  
☎ 0300 300 0184

Twitter: @SJOpaisley

[stjohnogilvieenquiries@renfrewshire.gov.uk](mailto:stjohnogilvieenquiries@renfrewshire.gov.uk)



**Head Teacher: Miss L Murray**  
**Director of Children's Services: Mr Steven Quinn**

**Date: 14<sup>th</sup> February 2020**

### **Primary 7 trip to Dounans**

Dear Parent/Carer of Primary 7,

Please find below information regarding the residential trip to Dounans.

#### **Dates**

Departing school at 9.30am on Tuesday 24<sup>th</sup> March 2020.

Returning to school for 3pm on Friday 27<sup>th</sup> March 2020.

#### **Where**

Dounans Scottish Outdoor Education Centre 01899 221115.

Set in the heart of Loch Lomond and the Trossachs National Park. Based in the village of Aberfoyle.

#### **Staff Attending**

Please note updated staff list:

Miss Heath, Miss MacNeil, Mrs Donachie and Mrs Donnelly.

#### **Tuesday 24<sup>th</sup> March 2020**

The P7 playground door will open from 8.30am for pupils attending the residential to enter the school building. Pupils should attend school in their own clothes with their luggage for no later than 9am. On this morning we ask that parents/carers do not come into the school building with their child unless it is to speak to the office staff. Please remember whatever your child brings with them they must be able to carry. Parents/carers are welcome to wave the bus away, however we would ask you to stay outside the playground until the bus is ready to leave.

#### **Consent Forms**

We may be able to share photographs of the trip via the school twitter account (@SJOpaisley). If you have yet to complete a twitter consent we have included one in this pack and ask you to return it to the school office by Monday 2<sup>nd</sup> March.

Along with this letter you will find enclosed two consent forms and a pupil conduct form. Please complete these forms and return them to the school office by Monday 2<sup>nd</sup> March.



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## **IMPORTANT – MEDICINE**

- **PUPILS MUST NOT HAVE ANY FORM OF MEDICATION IN THEIR LUGGAGE.**
- School staff will carry all medication.
- **All medicine must be prescribed and have a label on it. Staff are not able to give medication to a child unless it has been prescribed. Please note this includes any form of medication (for example inhalers, anti-sickness and antihistamine).**
- **If your child requires an inhaler we ask that a spare inhaler is also included.**
- If your child requires **any medication** for their time away including allergy, hay fever tablets, paracetamol, calpol, diprobase cream or travel anti-sickness medicine this should be handed in to the school office **no later than Thursday 19<sup>th</sup> March** and must be accompanied by a medical consent form. **Please contact the office if you require a medical consent form to be sent home.**
- Medicine can only be administered if the parent/carer has completed a consent form.
- Medication already held in school will be taken on the trip and administered as per the medical consent form. If your child's medical needs have changed since you completed the original paperwork please contact the school office and a new medical form will be sent home.
- Please note we understand that some parents/carers may not be able to hand in medication until Tuesday 24<sup>th</sup> March due to their child requiring it. If this is the case, please ensure that you have completed and returned the medical form on or before Thursday 19<sup>th</sup> March to give us prior notice and bring the medication to the office as early as possible on the 24<sup>th</sup> March before we leave at 9.30am.

### **Types of Activities (may change depending on weather/ activities may be off site)**

Archery

Tree climbing, leap of faith, cat walk, Mohawk walk, night line

Exploration, orienteering, problem solving, burn scramble

Low ropes

Crate climb

Canoeing/ Kayaking/ Raft Building/ Burn Scramble

### **Format of the days**

Breakfast

Activity 1

Lunch

Activity 2

Evening Meal

Activity 3

Supper

### **Kit List**

As you will be aware a kit list has already been issued on the back of the payment card however, another copy is attached to this letter. It is a good idea to pack alongside your child so that they recognise the clothes that they have with them. Plenty of long sleeve tops, underwear, socks and old clothes are recommended, there is a lot of mud and water!

There will be a disco on the last evening so remember your party clothes! Pupils may wish to bring a hairdryer (or coordinate with the other pupils sharing their room as to who is taking what).



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During the hill walk there may be an opportunity for children to purchase a hot drink/snack. If you do wish your child to take money for this we recommend no more than £5. In order to keep this safe I would ask that children bring their £5 to school the morning of the trip and pass it to the class teacher. Please can we ask that money is placed in an envelope with your child's name clearly marked. The teacher will give the child their money the morning of the hill walk, any change from the café will then remain with the child.

It would also be a good idea to pack a couple of bin/carrier bags for damp, wet and muddy clothes.

Bedding is provided.

Hair dryers are not provided. Children can bring their own if they wish.

### **Items NOT to take**

**For child protection/safety reasons mobile telephones, smart watches, fitbits, tablet devices, cameras and games consoles must not be taken.**

**For fire safety reasons the centre also ask that hair straighteners, curling irons, spray deodorant and aerosols are not taken.**

**A reminder that we have a number of pupils with allergies therefore no sweets/food items should be taken.**

Please be assured that should we need to contact you we will do so via that school office or by telephone.

In the event of an emergency, you can contact me via the school office or contact the centre. The bus will return to the school on Friday 27<sup>th</sup> March at 3pm. If for any reason we are early/late the school office will send a text message informing you of this. As the bus arrives back can I ask that parents/carers stay back from the bus to allow staff to return medicine to parents/carers and to also allow the driver to unload the bus.

Mrs Heath and the staff are really looking forward to spending this time with the children and look forward to sharing all of our happy and exciting adventures with you on our return!

As always should you have any questions regarding this letter please do not hesitate to contact me at the school office.

Yours,



Lorna Murray  
Head Teacher

### **Summary of Important Dates to return information:**

#### **- Monday 2<sup>nd</sup> March**

General Medical Form

Consent Form

Pupil Conduct Form

Twitter consent (if not already completed)

#### **- Wednesday 4<sup>th</sup> March**

Payment due in full today

#### **- Thursday 19<sup>th</sup> March**

All medicine (must be prescribed and have a label) and consent form obtained from the school office.

#### **- Tuesday 24<sup>th</sup> March**

£5 for spending in café (please bring in an envelope with your child's name clearly marked)



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**Head Teacher: Miss L Murray**  
**Director of Children's Services: Mr Steven Quinn**

**Date: 14.02.2020**

## PARENTAL/CARER AGREEMENT TO RESIDENTIAL / OVERSEAS EXCURSION

### SECTION A – To be retained by Parent/Carer

1.	Destination/Description of Excursion  <b>Dounans Centre, Aberfoyle, STIRLING FK8 3UT</b>
2.	Dates and estimated times of: a) Departure Tuesday 24 <sup>th</sup> March 2020 at 9.30am b) Arrival at school Friday 27 <sup>th</sup> March 2020 for 3pm
3.	Cost of Excursion (where applicable) £244
4.	Member of Staff responsible for Excursion Miss Lorna Murray (Head Teacher – based at St. John Ogilvie Primary School for duration of the trip) Mrs Nicola Heath (Acting Depute Head Teacher/Party Leader)
5.	Telephone Numbers – 0300 300 0184 (St. John Ogilvie Primary School) 01899 221115 (Dounans Centre)



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**SECTION B – To be returned to school / establishment**

Excursion To _____
Surname _____ Forename _____ Class _____
Address _____ _____
Contact Telephone Numbers – Daytime:  Evening / Other:
Emergency Contact (Name and Telephone Number):
Relevant Medical Details (e.g. asthma):
I agree to my son/daughter taking part in the above named excursion.
Signature of Parent/Carer..... Date.....

**SECTION C Please circle as applicable**

- |  |     |    |
|--|-----|----|
| 1. Does your child suffer from any allergies?  | YES | NO |
| 2. Is your child taking any medication at present?   | YES | NO |
| 3. Does your child suffer from any condition that may affect participation?  | YES | NO |
| 4. Has your child been in contact with any contagious or infectious disease or suffered from anything in the past four weeks that may become Infectious or contagious? | YES | NO |
| 5. When did your last have a tetanus injection? Date.....  |     |    |
| 6. Does your child have any special dietary requirements?  | YES | NO |



7. Is there any activity in which your child must not participate?

YES NO

IF YOU HAVE ANSWERED YES TO ANY OF THE QUESTIONS ABOVE PLEASE GIVE DETAILS HERE:

.....  
.....  
.....  
.....

**SECTION D PARENTAL/CARER AGREEMENT TO RECEIVING EMERGENCY MEDICAL TREATMENT**

Pupil Date of Birth.....

Name, telephone number and address of Family Doctor .....

.....  
.....

Please tick **ONE** box and sign.

I agree to my child receiving emergency medical treatment, including blood transfusion, and anaesthetic as considered necessary by the medical authorities present.

I agree to my child receiving medical treatment/anaesthetic as considered necessary by the medical authorities present with the exception of the administration of blood or blood products. I accept full legal responsibility for this decision and release Renfrewshire Council and its staff from any liability for any consequences resulting from my decision not to consent to the transfusion of blood or blood products.

Date..... Signed by Parent/Carer .....



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## Pupil's Code of Conduct

Your health, safety and welfare on this excursion are of paramount importance to the school/ establishment. In line with Renfrewshire Council policy, to ensure that the above aims are met, each participant and their parent/carer must sign the following "Code of Conduct".

- normal St. John Ogilvie Primary rules apply – a high standard of behaviour is expected
- rules at the camps must be observed at all times
- be punctual at all meeting times
- always wear a seatbelt on the coach
- the use of mobile phones/ Smart watches/ Fitbits is prohibited
- no pupil should ever be on their own
- pupils should not bring their own snacks for their room
- only pupils assigned to particular rooms are allowed in them

## Code of Conduct – Parental Responsibility

**If there is any significant violation of the Code, the Excursion Leaders reserve the right to send a pupil home.**

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We have read the Code of Conduct and agree by it at all times.

Pupil Name: \_\_\_\_\_

Signed ..... (pupil)

Signed ..... (parent/carer)

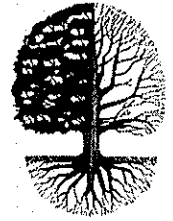
Date .....



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## Clothing & Equipment List

Some of the activities can be very wet & muddy. We recommend you bring adequate hard wearing, warm clothing (old or borrowed) rather than new or expensive items.

Specialist outdoor equipment is provided as part of the activity (helmets, harnesses etc). We have a small stock of waterproofs and boots for customers to borrow from the stores but you may prefer to bring your own.

### GENERAL CLOTHING ESSENTIALS

- sweatshirts/hoodies/jumpers/microfleeces or similar
- casual trousers/jeans (for when you aren't doing activities)
- t-shirts & shorts
- socks & underwear (plenty of changes)
- suitable nightwear
- indoor shoes/trainers
- something to tie back long hair for activities
- swimwear (for underneath clothes for watersports activities)

### OUTDOOR CLOTHING ESSENTIALS

- fleece/warm sweatshirts
- suitable coat (waterproof and warm)
- old trousers/tracksuit bottoms (Not jeans)
- long/soft socks
- hat, gloves, neck gaiter or scarf
- trainers (old pair – they will get muddy and wet)
- wellies or walking boots that can get wet (if you have them). Should have good grip, be waterproof and cover the ankle.
- waterproofs (if you have them)

### OTHER ESSENTIALS

- towels x2
- wash kit, including shampoo, toothbrush toothpaste etc
- water bottle (non-breakable)

### RECOMMENDED/OPTIONAL ITEMS

- sunglasses
- insect/midge/insect repellent
- midge net if coming to Dounans May-October
- sunscreen, after sun & sun hat/cap
- torch
- inexpensive/disposable camera
- bin bag for bringing wet or muddy kit home
- small rucksack
- small amount of cash for souvenirs

### WHAT NOT TO BRING

- expensive electronic devices
- expensive clothing
- mobile phones
- MP3 Players
- hair straighteners/hair spray
- large amounts of cash
- sweets/extra food
- jewellery

### PACKING TIPS

- make sure your belongings are clearly named
- tick off the items on the list as you pack them so there is a record of what you brought
- **bring this list with you** to help repack at the end of the visit

