



BARNARD CASTLE SCHOOL

## Activity Week 2024

# Important Information for Parents and Carers

Week 1: Monday 29<sup>th</sup> July to Friday 2<sup>nd</sup> August  
Week 2: Monday 19<sup>th</sup> August to Friday 23<sup>rd</sup> August

Daily - 9am to 3pm

Wraparound care starts at 8am and finishes at 5pm

### **Key Contact:**

Mrs Judith Pepper – Activity Week Co-ordinator

[activitiesweek@barneyschool.org.uk](mailto:activitiesweek@barneyschool.org.uk)

01833 696078

We are delighted that your child/children will join us for our Activity Week(s) for 2023. The following information should cover all you need to know for your child/children to get the most out of their week at Barney. Should you have any other queries please contact Judith Pepper directly.

### **Location and parking**

For the duration of the Activity Week(s), we will be based at Prep School. The day will start at 9am and finish at 3pm. Due to limited parking at Prep School, we advise parents to park in the Senior School car park and walk across to Prep School. Staff will be on hand to direct you. Children under 8 must be walked across to Prep School each day. Please can we ask parents to be prompt, we often have several activities going off site which requires us to be very tight on logistics. If your child turns up late, and their group have left, they may not be able to join them.

### **Consent**

Please ensure you complete the Consent Form once you have reserved your child/children's place. This can be found on our website.

### **Extended Day/Wraparound Care**

For an additional charge, parents can benefit from our Wraparound Care, whereby children can be dropped off from 8am and collected any time up until 5pm. Should you wish to amend your booking for the extended day, please do so in advance.

**Please note, children who are not collected by 3.15pm will automatically be placed in our Wraparound Care and parents will be charged accordingly.**

Each day your child should bring:-

#### Essential items

- A packed lunch – please include both a mid-morning and mid-afternoon snack.
- Water bottle – water and juice are available throughout the day to refill bottles.
- Spare clothes for children 6 years and under.
- Waterproof coat
- Suntan lotion
- Sun hat
- Swimming costume/trunks, towel and goggles (if your child is accustomed to wearing them). If your child would prefer to use their own swimming aids, please feel free to include them. Please see information relating to swimming in the next section.
- A spare plastic bag for wet clothes/swimming kit.
- On days when your child has **Forest School** they will need wellies, and clothing which you don't mind them getting muddy and potentially snagged on branches. Waterproofs, ideally top and bottoms if wet.

### Optional items

- A small amount of money, in a named purse/wallet, is optional to spend at the tuck shop. Please do not send your children in with any banknotes larger than £5. Children are responsible for their own money.

## **IMPORTANT INFORMATION**

### **Welfare, Health and Safety**

- Paediatric first aiders are in attendance throughout the week.
- Swimming - Children under 8 will be using our school pool. Lifeguards are on duty for every swimming session. It is extremely important that you let your group leader know if your child is a non-swimmer or weak swimmer. Children are encouraged, although not forced to swim. Children 8 years old and over will be going to the local leisure centre to swim, this requires them to be independent swimmers, if this is not the case, please let us know so we can make alternative arrangements for them. If you would prefer your child not to go; please do let us know. For children in the 4-5 year old group there is no guarantee of them swimming, this will be determined by how many can swim without aid. Hopefully, we should know this in advance if we are provided with this information. However, if the children are taken to the pool and we decide that the risk is too much we will opt for another activity.
- There may be occasions when we take the children off site, for example to use the facilities at Teesdale Leisure Centre, the Hub or Raby Castle. In this instance, a school minibus will be used to transport the staff and children. All our drivers are teaching staff with a full driving license who have completed the school's minibus course (Midas). Child seats are NOT required for younger children on a minibus. Should you prefer your child not to take part in off-site activities, please inform Judith Pepper in advance of the first day of camp.
- Please ensure that you inform your group leader at morning registration of any change to individuals collecting your child.
- All children under the age of 8 must be registered by a parent or guardian to a member of staff in their group when arriving on a morning. The same applies when signing out on an evening. It is important that parents hand over children in this age group to staff.
- Please ensure either you or your child make the staff in their group aware when you are signing out at the end of the day
- If your child has a food allergy please ensure they know to only eat what is in their packed lunch box.
- We please ask that children do not use their phones at any time to photograph other children.

### **Medical information**

- **Should your child/children have any medical conditions, including any allergies, please ensure all information is provided on the consent form.**
- Any medication must be named.
- Should your child's medication need refrigerating you must let us know.
- It is imperative that we have emergency contact numbers and that there is someone always available to pick your child up at short notice.

### **Equality and diversity statement**

Barnard Castle School Activity Week operates a policy of equal opportunities for all, and stands against any form of discrimination on the grounds of gender, sexual orientation, religion, age, culture, race, ethnic group, language, disability or other personal characteristics.

Should you have any concerns regarding the level of support your child may require during activity week, please contact Judith Pepper in the first instance. You will be asked to provide as much information as possible to ensure any reasonable adjustments required can be put in place and communicated to staff in advance of your child attending. If necessary an appropriate risk assessment may be required which will be shared with staff and the respective parent/child.

### **Who to contact**

- Should you have any concerns during the course of the week, your main point of contact is your child's group leader, however Judith Pepper, the Activity Week co-ordinator will be available throughout the week to talk to you at drop off or pick up or via phone or e-mail. The mobile phone number is 0795 2111976.

### **Personal items and responsibility**

- Please ensure all belongings are named/labelled.
- Throughout the week lost property will be displayed in a central location. Items not collected by the end of Activity Week will be donated to charity.
- Please try to avoid your child bringing expensive items to Activity Week.
- **The School cannot be held responsible for any lost or damaged belongings.**

### **Payment**

- We use Eventbrite for bookings, you have 3 payment options, if you wish to pay using childcare vouchers then please click on **Pay by Invoice** however note we do not issue invoices, therefore once you have booked, please proceed immediately with payment. Your booking is only confirmed once you have received an e-mail from us to say the childcare vouchers have cleared. In the event that you do not receive confirmation prior to the start of Activity Week please contact Judith Pepper before bringing your child to the camp.
- Bookings are only confirmed once payment has been made.
- Full payment must have been made prior to your child attending Activity Week.
- Unfortunately, we cannot always accept additional bookings for siblings after the deadline; as this will affect our staff: pupil supervision ratios.

- In the event that you wish to alter the booking once Activity Week has started, please contact Judith Pepper to ensure that this is possible, and we will arrange for your payment to be altered.
- Cash payments **cannot** be accepted.
- We **do not** offer refunds.

### **Behaviour:**

- If we have any concerns over the course of the week about your child's behaviour, we reserve the right to contact you and ask that they leave Activity Week early. Children taking part are expected to be able to follow age-appropriate instructions which are in place to ensure their safety and the safety of other participants.
- Children are expected to be kind, polite and respectful to other children and staff. Any child displaying repetitive behaviour which does not meet this expectation will be asked to withdraw from Activity Week.
- Children should not take photos of other children during the week and post on any form of social media without the express permission of the parents of the children (or the child, if age appropriate).
- Please remind your child/children they must not leave the Prep School site without the permission of a Group Leader.

### **Specific to parents of younger children**

- It is advisable for younger children to have a separate, smaller swimming bag to prevent carrying a larger bag to swimming. It also helps to keep their wet clothes separate to any spare clothes they may have with them.
- For the purposes of the swimming activity, we can offer supervision and help with organisation in the changing room; however, we are not able to assist with dressing and changing. Children are expected to be able to dress independently.
- In the hope of good weather, we ask that you apply suntan lotion to your child/children before they arrive. Please provide your child with suntan lotion for them to reapply. Please let us know if your child has allergies to any suntan brands, in the event that your own is not available.
- All children should be fully toilet trained. In the event that your child has an "accident" we will guide them in cleaning and changing in to clean clothes. Please ensure spare underwear is provided and wipes.

### **Photography permissions**

- We tend to take photos during the course of the week and put it on to our social media and website. If you would prefer your child not to feature in any photographs please indicate this on the booking form.

### **Complaints**

We hope that your child/ren and you will be very happy with the Activity Week provision. If, however you are unhappy with any aspect of the provision, in the first instance, please

contact Judith Pepper who will aim to resolve your complaint informally. Should you not be satisfied with the informal resolution, you should address your complaint in writing to the Bursar ([bursar@barneyschool.org.uk](mailto:bursar@barneyschool.org.uk))

**Day One Drop Off and Pick Up (this will remain the same throughout the week)**

<b>AGE GROUP</b>	<b>DESIGNATED AREA</b>
<b>Reception</b>	Play park at the top of Prep school drive
<b>Year 1</b>	Mount Eff Lodge
<b>Year 2</b>	Mount Eff Lodge
<b>Year 3</b>	Bandstand
<b>Year 4</b>	Grass near bouncy castle
<b>Year 5</b>	Grass near wooden playhouse
<b>Year 6</b>	Netball court
<b>Year 7</b>	Astro
<b>Years 8 &amp; 9</b>	Astro

**In the event of wet weather our drop off and pick up point may move(except for those in Mount Eff Lodge) however staff will be on hand to direct you.**