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w: www.macclesfieldacademy.org Head Teacher: Richard Hedge

27th June 2016

Dear Parents and Carers

JULY LEGOLAND TRIP

We are writing to confirm that your child has a place on the Legoland sleepover on Friday 8th July. The balance is now due. **Please could you ensure that the payment is received by the Academy no later than Tuesday 5th July.**

Details of the sleep over can be found at: <https://www.legolanddiscoverycentre.co.uk/manchester/parties-and-groups/sleepovers.aspx>

The arrangements for the visit are as follows:

- We will be leaving Macclesfield Academy at 5.15 pm on Friday evening. Your child needs to be at school at 5 pm having eaten their tea. Children may bring a snack / drink to have before bedtime if they wish.
- We will be sleeping in the Discovery Centre which will become our indoor camp. Children will need to bring items suitable for a one night sleepover (please see attached sleepover sheet). We will be sleeping on the floor and there will be separate sleeping areas for boys and girls.
- The children will have the opportunity to take part in the Master Model Building session if they wish. They will build a small model step by step following instruction. If they wish to purchase this model there will be an additional charge of £3 payable on Friday evening.
- We request that students do not bring any other money or mobile phones with them. They will not have access to the shop or to The Trafford Centre.
- Breakfast will be provided before we leave Legoland. (Individual pre-packaged cereal, fresh fruit, mini muffin and juice).
- We have booked a coach to depart from The Trafford Centre at 8.00 am on Saturday 9th July and we expect to arrive back at The Academy between 8.30 am and 8.45 am

Payment of your balance should be made online (*from 1st July 2016*) by visiting www.schoolgateway.com. It is quick and easy to do. All you need are the email address and mobile number that school holds on record for you. Click on 'New User' and you will receive a text message with a PIN number. Use this PIN to log into School Gateway. You can then give permission, book a place and make payment electronically using this system.

If you have any questions about any aspect of these arrangements, please contact Pauline Holt, our Family Co-ordinator, at the Academy (01625 383143) or drop us a message at events@macclesfieldacademy.org. **Queries about School Gateway should be raised with our Finance Officer, Sue Gill.**

Yours sincerely

LAURA HALSALL
Deputy Head



Key information about the sleepover at Legoland

July 2016

Staffing and adults	The sleepover will be staffed by members of staff, school prefects and volunteers who will all have had DBS checks	
Activities	We will be doing a range of fun activities to help us work as a team. These will include games and team challenges.	
Food and drink	Evening meal: Students should come to sleepover having eaten dinner. Breakfast: We will be providing the children with breakfast.	
Sleeping arrangements	The children will be separated into girls and boys and will sleep on the mats as the base to their beds. Please see the items children are required to bring below.	
What the children will need Please note: All items need to be named and brought in a clearly named bag/suitcase. The children will have the responsibility for packing away their items, so might need some practice beforehand!	Compulsory	Optional
	<ul style="list-style-type: none"> • A change of clothes • Sleeping bag • A blanket or roll up mat to go underneath sleeping bag • Pillow • Pyjamas (no nighties please) • Dressing gown/warm jumper • Hand towel • Toiletries (toothbrush, toothpaste, flannel, etc) • Snack and a drink • Clean underwear for the next day 	<ul style="list-style-type: none"> • Reading books • A torch • Cuddly toy • Extra blanket • Slippers
Picking up in the morning	Children to be collected by parents from the Academy between 08:30 and 08:45 on Saturday 9 th July 2016. We will assume that helpers will make their own way home from the Academy, unless we are informed differently by parents.	
First Aid and illness	Normal School first aid policies will apply. If your child has medicine which is taken during evenings/night time this will need to be signed into school on arrival. There will be a designated first aider present. If your child becomes ill overnight and needs to come home, we will telephone you immediately to collect your child.	
Accidents during the night	If your child is a known bed wetter, please ensure we are informed, as this is a health and safety issue. You can indicate this on the permission slip. Any children who are likely to wet the bed must be	

	provided with a change of clothes and bedding. It is recommended that for known bed wetters, they wear stay dry night pants.
Safety	All health and safety considerations have been taken into account. The children will be briefed before the sleepover and once again in the evening to ensure they know what they need to do throughout the evening and night.
Contacting us during the sleepover	If you need to contact us during the sleepover please telephone the school mobile on 07762 783 495.
Photographs	No child should bring any form of camera including phones with them. A member of staff will take photos which will be made available to students after the event.
Further questions	If you would like to discuss any general issues regarding the sleepover or any concerns with me further, please email events@macclesfieldacademy.org

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