



Sandwell Metropolitan Borough Council

Park Hill Primary School

Head Teacher: Mrs. C.L. Logan

Coronation Road, Wednesbury, West Midlands, WS10 0TJ

Telephone: 0121-556 2188 Fax: 0121-502 1264

Email: c.logan@parkhillprimary.co.uk

5th May 2017

KINGSWOOD RESIDENTIAL 22ND - 24TH MAY

Dear Parents,

Our visit to Kingswood is almost here so we would like to confirm arrangements as follows:

- We will be leaving school at approximately 1.15pm. Children can come into school in non-uniform and will have lunch as normal before we leave. Please make sure children come to school in clothes that are suitable for activities as we have activities planned for when we arrive.
- Any medication needs to be labelled and sent into school with your child. These can be given to your child's class teacher.
- We will be returning back to school at approximately 2.00pm on Wednesday. Children can go home once they return.
- There is a gift shop at Kingswood and we recommend no more than £5 spending money is sent. Please send this in a labelled envelope.
- Please do not send your child with mobile phones, expensive cameras, electronic games, iPods or MP3 players, expensive or much cherished jewellery, expensive favourite clothing or shoes. Neither Kingswood nor school will accept liability for the loss, theft or damage of any personal property your child may bring.

Please don't worry about your child while they are away. We will take very good care of them and will keep you updated of their progress whilst they are away from home.

Yours sincerely,

A handwritten signature in black ink that reads 'C. Logan'.

Mrs Logan
Head Teacher

