JOHN RANKIN SCHOOLS
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18th September 2026

Dear Year 6 Families,

**Trip dates: Monday 12th October to Friday 16th October**

As our residential trip to Manor Adventure fast approaches, we would like to share some information to ensure that you and your child are fully prepared. Attached to this email, you will find the required kit list to support packing.

After reading this information, we kindly ask that you complete the Child information, medical and consent form by **Monday 5th October,** along with any online medication form required. This will allow the teachers time to review the information provided and contact you if they have any questions before the trip.

During their time at Manor Adventure, children will take part in a range of exciting activities, including:

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| Zip line | Manor Olympics | Bodyboarding | Beach games | Coastal walk | Giant stand-up paddle boarding |
| Kayaking | Leap of faith | Axe throwing | Film night | Abseiling | |
| 3G swing | Balance beam | Archery | Nature walk | Campfire | Wall climbing |

These activities will help develop teamwork, confidence, curiosity, creativity and courage! Adults from school and Manor Adventure will provide support and encouragement throughout the course of each activity.

**Travel Arrangements**

Children will need a small bag with them for the outward journey, including a packed lunch for that day, a water bottle and anything they may need for the coach journey, such as playing cards or a book for light entertainment. Please note that children eligible for means-tested free school meals will be provided with a picnic lunch from school.

Maiden Erlegh Trust is a company limited by guarantee and an exempt charity registered in England and Wales under company number 07548754 with registered office at Silverdale Road, Earley, Reading, RG6 7HS.

As we are leaving later in the morning, we ask parents and children to come directly to the Junior Hall at the normal school arrival time of **8.35am** to drop off luggage and medication. Please be mindful that children need to be able to carry their own luggage and rucksack. Members of staff will be there to greet you, and medication should be handed directly to your child's class teacher.

Once luggage and medication have been handed in, children will say their goodbyes and go to their classrooms. We understand that this can be an emotional moment for some children, and we will be there to support them.

We kindly request that parents do not return when the coaches depart, as this helps ensure the smoothest possible departure for all children.

The children are expected to arrive back at school at approximately **4.00pm** on Friday. We will update families via email if there are any delays due to traffic.

If your child experiences travel sickness, please let us know so that we can seat them towards the front of the coach. If necessary, your child should take travel sickness medication before departure, or you should ensure we know when it needs to be administered before we leave. Please provide any additional tablets required for the return journey in a clearly named envelope or packet, and complete an online medication form.

**Medication and Special Dietary Requirements**

All medication must be placed in a **clear named bag** and handed directly to your child's class teacher on the morning of departure. Please complete one online medication form per medicine required to be administer by **Monday 5th October.**

Teachers will have a printed copy of the completed medication form with them at drop off. Please be mindful that this process may take some time if a large amount of medication is being handed in, as it is our utmost priority to ensure everything is checked thoroughly and accurately.

We will already have any medication that is routinely kept in school, but please ensure it is up to date.

If there is any additional information we should be aware of, please inform your child's class teacher or the school office as soon as possible. This information is important in helping us meet your child's needs while at Manor Adventure.

If your child begins a course of medication shortly before the trip, please speak to their teacher so that a medication form can be completed before departure.

Please also let us know if your child has any allergies to medication, should we need to seek medical advice during the trip.

**Medication must be handed directly to a teacher and must not be kept by your child.**

Children who are vegetarian or have specific dietary requirements, including allergies or intolerances, will be fully catered for. They will enjoy a range of nutritious meals designed to provide plenty of energy for the activities ahead.

**Communication**

Once the children arrive at the centre (approximately 2.30pm), we will send a short message confirming their safe arrival. We will also send one brief update during the week, via our usual school communication systems.

Should you urgently need to contact staff, please notify the school office and they will ensure that we receive the message as quickly as possible.

We will also post regular updates on the John Rankin Facebook and Instagram pages. Please let us know if you **do not** wish your child's photograph to appear on social media. Please note that our priority is always the care and supervision of the children, and therefore we cannot guarantee that photographs of all children will be shared.

As always, no news is good news. However, if there are any concerns regarding your child, we will contact you promptly.

**Accommodation**

Children will be staying in shared rooms and will need to be considerate of others. Manor Adventure require that all children bring a **freshly laundered sleeping bag and pillow**.

Adults will be staying nearby, and children will be informed which room to go to if they need assistance during the night. Your child may wish to bring a soft toy or mascot, which is absolutely fine.

Please inform us if your child is likely to experience any difficulties during the night, such as bedwetting or sleepwalking. Bedwetting will be handled discreetly. In this instance, we recommend sending an additional sleeping bag. If your child sleepwalks, they will likely not be allocated a top bunk.

It is also useful for children to bring a book, puzzle book or similar quiet activity. They will be able to read before lights out and will have something to do if they wake up early.

**Please do not send:** radios, CD players, mobile phones, smartphones, MP3 players, iPods, smartwatches, cameras, electronic games or GPS tracking devices.

Children are expected to stop chatting once "lights out" has been announced and remain in their rooms until an adult wakes them in the morning, at approximately **7.00am**. They will also be expected to look after their belongings and keep their rooms tidy.

## Clothing

Children do **not** need to wear school uniform. Casual clothing is suitable for travelling and evening indoor activities. Please pack **plenty of layers** for colder weather.

A full list of required clothing can be found on the separate kit list attached to this letter. It is very important that all clothing is labelled with your child's name.

Please bear in mind that children rarely pack as tidily as adults, so it is helpful to leave some extra space in their luggage. A packing checklist can also be useful, enabling children to tick items off when repacking for the journey home.

A plastic bag for dirty laundry is recommended. We also encourage families to involve children in the packing process so that they know where their belongings can be found.

## Spending Money

There is no shop on site; therefore, spending money is not required.

## Behaviour

Children are expected to demonstrate the same positive behaviour that we expect in school, including at bedtime. Good manners, including at the dinner table, are expected at all times.

## Accompanying Adults

The children will be accompanied by their class teachers and other staff members known to them. We are very grateful for the commitment of these adults in helping make this trip possible.

## Illness

If your child becomes unwell during the trip, appropriate action will be taken. If we have any concerns, we will contact you. Please ensure that the school has up-to-date contact details.

**Insurance**

We recommend taking out a travel insurance policy for your child for this trip, in case they are unable to attend due to illness and you need to reclaim any associated costs.

**Payments**

Please ensure that your payments are up to date, in line with the agreed payment schedule before the trip.

We fully understand the financial pressures many families face. If you need to discuss an alternative payment arrangement, please contact the school office, who will be happy to help.

If you have any questions or information you feel we should know before the trip, please speak to your child's class teacher as soon as possible.

We are so looking forward to a fun-filled and adventurous week!

Kind regards,

Mrs Mellett
Upper Key Stage 2 Phase Lead
Year 6 Teacher