 [](http://themeadows.staffs.sch.uk/)

**Springfield Road**

**Leek**

**Staffordshire**

**ST13 6LQ**

**Tel/fax: 01538 383558**

**Email:**[**office@springfield.staffs.sch.uk**](mailto:office@springfield.staffs.sch.uk)

[**www.springfieldspecialschool.org.uk**](http://www.springfieldspecialschool.org.uk)

**Head of School: Diane Finney**

**Springfield Road**

**Leek**

**Staffordshire**

**ST13 6EU**

**Tel/fax: 01538 225060/01538 384458**

**Email:office@themeadows.staffs.sch.uk**

[**www.themeadows.staffs.sch.uk**](http://www.themeadows.staffs.sch.uk)

**Head of School: Joan Wright**

6 October 2017

Dear Parent/Carer

**Germany residential visit – Sunday 15th to Friday 20th October 2017**

This letter is a reminder of the final arrangements for the trip.

The coach will be available for loading at 8.30pm on the evening of Sunday 15th *(30 minutes before departure time)*. You can arrive earlier than this, but no earlier than 8.15pm please. **We intend to leave school at 9pm..**

We aim to arrive back at school at approximately 11.00 p.m on Friday 20th October. When we arrive back in England we will contact the parents with our estimated time of arrival, this is subject to change depending on traffic conditions.

**Pocket Money**

Your child will require approx. €45 spending money (no more than this please) and an additional €45 for meals whilst travelling and entrance fees of our planned excursions. This should be clearly labelled in separate envelopes with your child’s name.

We would also recommend sending your child with a small amount of English money, no more than £10 to cover buying snacks/drinks from UK service stations whilst travelling

**Meals/snacks**

Whilst travelling to/from Germany we will be eating either on the ferry or at service stations and your child will require their Euros for this. You can send a small amount of snacks and drinks, but please do not send anything which will not keep fresh. Once we arrive at the Hotel all meals will be provided; breakfast, lunch and evening meal.

**Luggage/Medication**

Children will be expected to carry their own luggage, so please do not overpack.. They will need a small rucksack to keep personal items for the journey and when we are out on visits. Bags with The Meadows School logo will be handed out to students on the coach after we leave school and all students will be able to carry these for the duration of the trip.

**Medication**

Any medication should be given to Rachel Gaulton-Best on the evening of departure. **Please ensure that medication is clearly labelled with your childs name**. If there have been any changes to medication since you completed the medical forms please ensure you tell Rachel about these before we depart. Any asthma inhalers should be carried in your child’s hand luggage and kept with them at all times. Please make sure you send enough medication for the duration of the trip.

If you are unsure on what clothing/items etc… your child will need on the trip, please refer to the itinerary paperwork which you have received already.

Please remember that we will be (hopefully!) sleeping on the coach so please pack a blanket and pillow which will make the journey more comfortable for your child.

We all look forward to what we hope will be a fantastic trip and a wonderful experience for your child.

If you have any questions at all please do give us a ring, we will be happy to run through anything with you.

Yours sincerely

Mr Bill Pritchard

Trip Organiser

s.School Letters. Germany Final Arrangements 6.10.17