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Year 3 sleepover: Thursday 21st May 2026

Dear parents, carers,

We are delighted to share further details of our upcoming Year 3 Residential sleepover at AirHop, Westwood Cross, Thanet. We understand that for many children, this may be their first overnight experience away from home with school, and we would like to reassure you that your child's safety, wellbeing and enjoyment are at the heart of our planning.

Planning and Risk Management

Our residential visit is being planned using EVOLVE, a nationally recognised, online system used by schools and local authorities across the UK to manage educational visits. EVOLVE ensures a robust and rigorous process of vetting, approval and risk management, requiring detailed risk assessments, safeguarding considerations, medical planning and leadership oversight before any visit can take place. Each element of the trip, including staffing ratios, emergency procedures, venue checks and supervision arrangements, is carefully reviewed and authorised at senior leadership and Local Authority level.

This thorough process ensures that all off-site activities meet the highest standards of safety, compliance and safeguarding, allowing children to benefit from enriching experiences beyond the classroom while keeping their wellbeing as the absolute priority.

Staffing and Supervision

The safety and wellbeing of the children is our highest priority, and our staffing arrangements reflect this. The sleepover will be staffed by experienced and familiar members of our school team, including your child's class teacher and additional adults who are known to your child. Having trusted, known adults present helps children to feel secure, confident and settled in a new environment.

A Designated Safeguarding Lead (DSL) from the Senior Leadership Team will be in attendance for the entire duration of the residential. The DSL will oversee safeguarding procedures, respond to any concerns and ensure that all safeguarding policies are followed rigorously throughout the visit.

We will maintain appropriate adult-to-child ratios, in line with national guidance. As this is a large group, children will be organised into smaller, consistent groups, each with a named adult responsible for them throughout the stay. This adult will:

'One Childhood One Chance'

Chilton Primary School, Ramsgate Arts Primary School and Upton Junior School are operated by **Viking Academy Trust** which is a charitable company limited by guarantee and registered in England and Wales with company number 09449979. The Registered Office is at Chilton Primary School, Chilton Lane, Ramsgate, Kent, CT11 0LQ. Viking Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



- Register and regularly headcount their group
- Accompany them during activities
- Support them during mealtimes and evening routines
- Be their first point of contact overnight

Staff will remain on duty throughout the night. Clear supervision zones will be established to ensure the sleeping area is monitored appropriately and discreetly.

Medical and First Aid

In advance of the visit, all medical information will be carefully reviewed by the designated First Aider and likewise, the teachers in attendance. Where children have individual healthcare plans, these will be reviewed to ensure they are suitable for the residential setting and that all staff are aware of any specific signs, symptoms or actions required.

Although the venue provides a qualified First Aider on site, the school will have its own designated First Aider who will take overall responsibility for medical care during the visit. This includes the safe storage and administration of medication, maintaining accurate written records of any medication given, and responding promptly to minor injuries or illnesses. Should a child feel unwell at any point during the evening or overnight, staff will provide reassurance, closely monitor their condition and ensure they are comfortable. If there are any concerns about a child's wellbeing, parents will be contacted promptly to discuss the situation and agree on next steps.

Sleeping arrangements

The children will sleep in a designated area within the venue that has been specifically allocated for our exclusive use. As the venue will be closed to the general public, only our children and school staff will be present, providing an additional layer of security and reassurance.

Children will be organised into same-sex groups for sleeping, and these groups will remain consistent with the smaller supervision groups established throughout the visit. Staff will clearly outline expectations before bedtime so that children understand routines and feel settled. Members of school staff will supervise the sleeping area at all times, with adults positioned strategically to ensure the space is monitored appropriately and sensitively. There will always be staff available and accessible should any child feel unsettled or need reassurance during the night.

Changing into nightwear will be managed in a structured and respectful way. A clear system will be in place to allow children to change in small, manageable groups to ensure that privacy and dignity are maintained. School staff will oversee this process to ensure it runs smoothly and safely, while being mindful of children's comfort. Toilet and washing facilities will be available, and staff will supervise access to these areas appropriately.

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We have worked closely with the team at AirHop to plan an experience that is both exciting and carefully managed. Through detailed discussions, shared risk assessments and clear communication, we have ensured that all activities, supervision arrangements and safeguarding procedures are met. By working in partnership with the provider, we are confident that the children will enjoy a fun, memorable and well-organised residential experience in a secure environment.

Further information will be shared later in the term, including a detailed itinerary of activities and a comprehensive kit list to help you prepare your child for the sleepover. We look forward to providing you with more updates as the event approaches.

If you do have any further questions, please don't hesitate to get in touch.

Best wishes,

Mrs B Andrews

Head of Year 3

Behaviour Policy & School Trips: Our expectation is for all our pupils to behave the 'Upton Way' across all aspects of school life. To be off site, on a school trip, the expectation is even greater. The children are representing Upton Junior School, and it is expected they follow the high standard of behaviour set whilst they are in school. The staff leading the trip must be confident that the children understand the importance of following our rules and routines. Therefore, behaviour between now and the trip must remain at the expected level, with every child behaving the 'Upton Way'. We have in place a '3 Strikes Policy' using our 'Behaviour Points' to measure 'unacceptable behaviour'. Any child receiving 22 points or less in one week will be given a 'verbal warning' as strike 1 and parents will be informed. Should the negative behaviour continue, with a child ending a week for the second time with 22 points or less, then the 2nd strike will be issued, and parents will receive a letter notifying them of this. If, unfortunately, the child continues to exhibit unacceptable behaviour and ends a week with 22 points or less for the third time, then the final strike will be issued. This will result in their place on the school trip being withdrawn. We are sure you will appreciate that for the health and safety of all our pupils and staff, behaviour not of an acceptable standard cannot be allowed for an offsite visit. I am confident this situation will not arise with your child, but it is my duty to make you aware of our policy at this stage.

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