

Mrs M Lewis – Executive Headteacher

Miss D Arthur - Head of School

Web: [uptonjunior.com](http://uptonjunior.com)

[Facebook](#) @uptonjuniorschoolofficialbroadstairs

[Twitter](#) @uptonjuniors



Edge End Road

Broadstairs

Kent

CT10 2AH

Tel: 01843 861393

15 October 2021

Dear Parent / Carer,

**Re: Swattenden Residential: 13<sup>th</sup> - 17<sup>th</sup> June 2022**

We are really excited to be able to offer your child the opportunity to spend a week at the Swattenden Centre, Cranbrook from 13<sup>th</sup> - 17<sup>th</sup> June 2022. This trip is a long-standing tradition for our Year 6 pupils and each year the children get the opportunity to make such wonderful memories exploring an outdoor world of adventurous activity such as orienteering, archery and zip-lining, to name just a few.

The total cost of the trip has not been finalised but we estimate it to be approximately £290 which can be paid in instalments. The final figure will be decided shortly once the Centre releases their accommodation fees. This figure covers all travel, food, accommodation and admission charges to the windmill and museum in Cranbrook.

If you would like your child to be part of this fantastic trip, please complete the online form [Swattenden Sign Up Form](#) form and pay the **non-refundable deposit** of £50 via 'School Money'. The deposit and consent form is due by **Friday 29th October 2021**.



Please be aware we reserve the right to withdraw your child's place on the above trip if payment and any forms are not received by the date given. This will then enable us to offer a place to any child on the waiting list.

If your child has any special requirements, medical, dietary or other e.g. sleep related which may detract from their enjoyment of the trip, please contact me as soon as possible to enable us to discuss those needs.

Yours sincerely

*Mrs S Ballen*

OAA Coordinator

**Online Payments:** This trip is now available to pay online at [www.eduspot.co.uk](http://www.eduspot.co.uk) with your individual log-in details. This is a safe and secure way to pay for your child's trip online, if you are unsure please contact the school office directly.

## '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.



\* \* \* \* \*

**Behaviour Policy & School Trips:** Our expectation is for all of 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' as a means 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 2<sup>nd</sup> 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 may 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.

If you have any further questions, please do not hesitate to contact me.

Yours sincerely

*Mrs K Law*

Head of School

### **'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.

