



ST ALBAN'S RC HIGH SCHOOL
The Park, Pontypool, Torfaen, NP4 6XG

YSGOL UWCHRADD GATHOLIG SAIN ALBAN
Y Parc, Pontypwl, Torfaen, NP4 6XG

Yr Adran Gymraeg- The Welsh Department
Gorau Dysgu Cyd Dysgu- Learning Together

December 08th 2016

Dear Parent / Guardian,

RE: RESIDENTIAL TRIP- LLANGRANNOG 11th-13th January 2017

May we thank you for the prompt return of the non-refundable £60 deposit for this year's Llangrannog Trip. This letter is confirmation that your payment has been received and will be processed in due course.

Accompanying this letter is a booklet titled; 'Gwersyll yr Urdd Llangrannog- **Information for Parents**' which outlines the essential items each child should bring to Llangrannog. We would ask you to return the attached **Health Certificate** as soon as possible- this is an essential requirement of the activity centre, your child will not be permitted to take part in activities without it.

- Your child will need a sleeping bag and pillow in a bag clearly labelled with their name. Please ensure that your child's case/bag is of an appropriate size i.e a weekend case/bag; there is a very limited amount of luggage space on the coaches.
- "Old clothes" are recommended for most activities. Pupils will need warm, long sleeved tops, long trousers and gloves for skiing and a water proof jacket.
- It is advisable that they bring suitable footwear for walking, warm clothes and a waterproof jacket.
- There will be a disco on the Thursday night.

As previously communicated the final payment of £100 is due on or before Friday 16th December 2016- many thanks to those who have already completed payment. We advise pupils that £15 is a sufficient amount of spending money. Pupils are responsible for their own money and belongings.

Your child will be leaving St Alban's RC High School at approximately 9am on Wednesday 11th January 2017 and depart from Pontypool Leisure Centre shortly thereafter. Pupils will need to be collected from Pontypool Leisure Centre at *approximately* 14:30 pm on Friday 13th January 2017.

Please follow @Alban_Sant on Twitter for up-to-date travel information and pictures!

Please do not obstruct the roadways in and out of the Leisure Centre as this can create a very dangerous situation for staff and pupils attempting to disembark from the coaches. It is recommended that you park a short distance away and walk down to meet your child. Local Police Community Support Officers and Volunteers from the PTA will be there to direct traffic.

This will be the final written correspondence in relation to this trip and we would ask that you e-mail or telephone us at school if you have any concerns or further questions. We hope your child enjoys the trip!

Diolch yn fawr,

Mr. S. L. Williams

Pennaeth y Gymraeg / *Head of Welsh*
Arweinydd- *Trip Leader*
E-bost/ *E-mail:*
samwilliams@Stalbans.SchoolsEdu.org.uk

Miss V. Ball

Adran Fathemateg / *Maths Department*
Trefnydd- *Organiser*
E-bost/ *E-mail*
victoriaball@Stalbans.SchoolsEdu.org.uk

GWERSYLL YR URDD LLANGRANNOG



INFORMATION FOR PARENTS

Dear Parent / Guardian,

We look forward to welcoming your child to the Urdd Centre at Llangrannog. This leaflet gives information on what will be needed for your child's stay at the Centre.

A CHILD SHOULD BRING: you should ensure that a name is shown on each item of clothing

1. Sleeping bag
2. Night clothes and toiletries
3. Spare clothes (not the best) including long sleeved tops and trousers
4. A warm jumper and anorak or raincoat
5. Sports clothes, swimming costume and towels
6. Trainers or suitable shoes for walking, and an old pair of shoes or wellingtons for the horse-riding and quad bikes
7. Suitable clothing for skiing and tobogganing i.e. old gloves and an old tracksuit or jeans
8. Pencil and notebook (for courses only)
9. **VERY OLD CLOTHES FOR OUR MUDDY ADVENTURE COURSE** (April – October). Very old clothes, shoes and towel should be sent for this activity – clothes you don't mind getting very dirty or even thrown away after the activity or on returning home as this activity is very muddy – but a great deal of FUN. A bag is provided for the dirty clothes after the activity.

IMPORTANT: You should ensure that a name is shown on each piece of clothing (especially swim wear) - a large number of untagged items are left every week!

WHAT IS NOT NEEDED

Please don't allow your child to bring a radio or personal music player (e.g. iPod), video games or expensive toys, torch or **mobile phones** (there is no reception in the area) to the Centre, and due to Health and Safety regulations, a pocket knife, aerosol sprays (please bring roll-on deodorant), portable electric equipment e.g. hair dryers, straighteners and travel irons are not permitted. If children do bring these personal items then they will be collected at the beginning of the course and returned at the end. Any other valuables may be left at Reception for safekeeping e.g. cameras.

WE WILL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO THE ABOVE ITEMS IF BROUGHT TO THE CENTRE

SHOP

The Centre has a shop that sells sweets, drinks, souvenirs and presents. The shop is usually opened by accompanying staff at a convenient time to the timetable.

THE BEDROOMS

All children sleep in centrally heated bedrooms. The children are responsible for making their beds and keeping the rooms tidy. We ensure that each child knows where to find help during the night from staff who are close at hand. Corridor lights are on throughout the night. Foam pillows are provided.

MEALS

Up to four meals a day are provided: breakfast, dinner, tea and supper - with a variety of Healthy Eating menus to suit all tastes. The Centre has been awarded a Food Hygiene Rating of 5 (see <http://ratings.food.gov.uk/Welcome.aspx>) under the Food Standards Agency's Food Hygiene Rating Scheme. If your child has an allergy or has special dietary requirements e.g. nut allergy, gluten free, diabetic or follows a specific diet for religious reasons - **please inform us a week in advance so that the necessary arrangements can be made.** Please remember to include this information on the Health Certificate as well. Vegetarian meals are available at all mealtimes. Cold drinks are provided free of charge at all times. Hot drinks can be purchased outside of meal times.

THE TELEPHONE

Please do not arrange for your child to phone home at the beginning of the course. If you do not hear from us you can be sure that your child is safe and well. We will contact you immediately there is a problem with health or homesickness. If you have a message for your child you are welcome to contact Reception (01239 652140) or email (llangrannog@urdd.org) we will be happy to ensure that the message is passed on.

THE PROGRAMME

The programme will be designed in conjunction with the course leader and Centre staff. A full programme is provided in line with the course leaders requests, with a range of activities - Skiing, Tobogganing, Go-karting, Archery, High Ropes Course, Climbing Wall, Team games, Ropes Challenge Course, Nature Walk, Quad Biking, Muddy Adventure Course (April – October), Swimming, Bushcraft, Trampoline, Horse Riding, Shelter Building, Orienteering, heritage lessons in the Caer Chwedlau Heritage Centre. There is also a multi-purpose sports hall, outdoor playing fields, and an all weather playing area. During the evenings there is an array of activities on offer from, night walk, folk dancing, bingo, quiz, talent show, games, disco and much more.

CARE

The course/group leader will arrange the course in conjunction with the Centre's management and specialist activity staff. The children are closely supervised on all activities, and all equipment is regularly inspected to ensure that it is safe and suitable for use.

Arrangements at the Centre have been developed over 80 years to provide a safe and caring environment for children at the Centre, and on activities. We have Risk Assessments and strict staff guidelines for every aspect of the Centre's work as well as for any problems that might arise. If you would like to see a copy of these guidelines, please contact us. We ensure that children know what to do in an emergency. There is someone available at all times, day and night. On average there is a staffing ratio of 1 to 10 (primary) or 1 to 15 (secondary). There is a night porter on duty throughout the night. There are also CCTV cameras strategically placed around the Centre. All Centre staff have been scrutinised by the Disclosure and Barring Service (enhanced system). The accommodation blocks and main gate are locked during the night.

SAFETY

We operate our activities to the highest safety standards. Each activity is carefully monitored on a regular basis to ensure safety and suitability. Our Activity Safety Management Systems and Policies have been independently inspected and verified.

The Centre has also achieved the bronze standard of the Investors in People award and the Green Dragon level 2 standard.

ACCIDENTS AND ILLNESSES

Minor accidents or illnesses will be treated as soon as is possible by our local doctor, dentist or local hospital e.g. stitches for a minor cut, precautionary X Rays, provision of antibiotics for infection etc. Parents will be contacted before treatment is administered should the treatment involve a stay at the hospital or anaesthetic (see Health Certificate). Parents of children who are taken to hospital or the Doctor's Surgery for any other reason will be contacted immediately the child returns to the Centre. Should parents wish their child to return home for medical reasons we will normally assist with the arrangements. There is a fully qualified First Aider on duty 24 hours a day.

DISCIPLINE

To ensure the smooth running of the Centre a number of simple sensible rules are obviously necessary. These are made known to children on arrival and our policy is to administer them in a fair and sympathetic spirit. Our aim is to ensure a happy time for all at the Centre.

PROBLEMS

We encourage every child to visit the main reception at the Centre should any problems arise so that the matter can be dealt with immediately.

HEALTH CERTIFICATE

It is important that each child brings the **HEALTH CERTIFICATE** to the Centre with details of any illness or problem that the child may have, and a telephone number should we need to contact the parents or family.

PAYMENTS AND REFUNDS

Usually, each group is required to pay a deposit of 25% per head of the cost of the course at least 12 weeks prior to staying at the Centre. The deposit is non-refundable except in exceptional circumstances whereby non attendance due to illness is supported by a medical certificate. Should a child leave the Centre due to medical reasons no refund of the deposit is made but a proportion of the final payment will be refunded on a daily basis.

FIRE DRILL

A fire drill is held on the first evening of each course to ensure that each child knows exactly where the exits are and where to go in emergencies.

PHOTOGRAPHS AND VIDEO CLIPS

Photographs and video clips of activities may be shown on our website, social media, advertising materials and occasionally television programmes. If you do not want your child to be included in these pictures please inform us on the Health Certificate.

INSURANCE

The Urdd has third party public liability insurance for £20 million in case of any negligence in our arrangements. No Personal Insurance is included in the price. Should parents wish insurance for personal accidents, illness, lost property etc., they should make their own arrangements.

ADVERSE WEATHER CONDITIONS

Some of the activities can be affected by adverse weather conditions e.g. Quad bikes. The decision to cancel activities is done for safety reasons. Alternative indoor activities will be arranged.

COMPLAINTS

If you have any enquiries regarding the Centre's arrangements, or any problem arising from your child's stay at Llangrannog, please contact us immediately.

We look forward to welcoming your child to Llangrannog. Over 20,000 children visit us each year; we are proud of our record for care and safety and are sure that your child will benefit from and enjoy the residential experience. We would be most happy to answer any enquiries you may have.

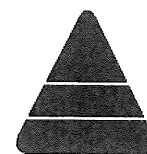
Yours sincerely

Lowri Jones Iestyn Evans Gwydion ab Ifan

Gwersyll yr Urdd, Llangrannog, Llandysul, Ceredigion, SA44 6AE

Tel: 01239 652140 **Fax:** 01239 652141 **Email:** llangrannog@urdd.org **Website:** www.urdd.cymru/llangrannog/

Health Certificate



Llangrannog

THIS FORM SHOULD BE COMPLETED BY A PARENT/PERSON WITH PARENTAL RESPONSIBILITY
THIS CERTIFICATE MUST BE BROUGHT TO THE CENTRE, IT SHOULD NOT BE SENT IN ADVANCE

Full name Date of Birth Age

Address

Postcode Telephone no. School

Name of Family Doctor

Address

..... Telephone no.

Date of last anti-tetanus injection

Does your son/daughter suffer from any illness/allergy that calls for special attention or diet e.g. asthma, migraine, epilepsy, diabetes, allergy to penicillin, food additives, animals, plasters etc., or is there any other information which the Centre Director should know e.g. allergies / behavioural problems? YES / NO

If YES, please give precise details and treatment (please continue on separate sheet if necessary)

Please note any recent illness/treatment. i.e. within the last 12 months

It sometimes happens that surgical treatment becomes necessary during the time spent at the Centre. If such treatment becomes necessary, the Director will make every effort to contact the parents so that they can give their consent to whatever treatment may be needed. Occasionally, however, the parents are away and the treatment may be urgent. If this should happen, or if there is no time to contact the parents within reasonable time for one reason or another, parents are asked to authorise the Director to act in their absence and to give consent to whatever treatment may be necessary, if in the opinion of the doctor or surgeon concerned any further delay is likely to endanger the child's health and safety. Even then, it is understood that he will only act in a case of emergency. If you agree to this you are asked to sign the following authorisation. Simple everyday medicines e.g. medicine (Calpol) for headache, cleaning of cuts and dressings will be administered unless noted differently on the Health Certificate.

Should any surgical treatment be necessary in the case of my son/daughter while at the Centre, and should contact with parents not be possible within reasonable time, the Director is hereby authorised to give permission for the necessary treatment.

Having read the enclosed information sheet I am happy for my son/daughter to visit the Urdd Centre at Llangrannog.

Signature of Parent or person with parental responsibility

Relationship to child

Tel. no. (Home) Tel. no. (Mobile) Tel. no. (Work)

Alternative name, address and telephone number to be contacted in an emergency (e.g. if you intend going away while your son/daughter is at Llangrannog) and the relationship (e.g. grandparents, aunt, friend of the family etc.).

..... Telephone no.

The Centre will use your information for administration and analysis. We may send you details of other courses which may be of interest to you. The information may be provided by letter or other reasonable means of communication. If you do not want to receive these details, please tick this box

Photographs and video clips of the activities may be taken. These images may be used for promotional purposes, on our website, social media or other promotional channels. Please tick this box if you do not wish for photographs of your child to be taken