



Our Lady's Catholic High School

A National Teaching School

St Anthony's Drive, Fulwood, Preston, Lancashire, PR2 3SQ

Tel: (01772) 326900 Fax: (01772) 760212

email: admin@olchs.lancs.sch.uk

Headteacher: Mr N J Ranson, BSc, M.A



Friday, 11th October, 2019

Dear Parent/Carer,

YEAR 10 RETREAT AT CASTLERIGG MANOR, KESWICK
Monday 28th October – Friday 1st November 2019

I am writing to inform you of the final arrangements for the forthcoming Year 10 retreat.

Finance:

Thank you for payments already made; if you still have monies outstanding, this will be outlined in your letter which was posted home today.

Medical Form & Code of Conduct Form:

Please complete the medical form for this trip on our school website by Friday 18th October:

<https://www.olchs.lancs.sch.uk/parents/school-trips/>. The medical consent form contains information that is vital to us and must be filled in honestly. **No pupil will be allowed to take part on the visit unless this medical form is received by school.** Please also take note of our dress code for school trips and our code of conduct for all pupils which can also be found in this area of our website.

Departure Arrangements:

We will leave school at **1.30 pm** on Monday 28th October. This means that pupils will need to bring a **packed lunch** as we will leave class early on the Monday, eat our lunch in the restaurant and then leave on the bus before the rest of the school begin their lunchtime. On arriving at school, pupils should take their bags to the Chaplaincy Room. At the end of period 3 they should meet in Chaplaincy. School uniform is not required on that day but please do ensure that they are suitably dressed for lessons and that they have the required equipment for periods 1-3. If you wish to collect your child's school bag please provide them with a named bag to leave in reception ready for collection after 2:00 pm on Monday.

What to take:

- Just one piece of luggage as space will be limited on the coach.
- Warm clothing as the Lake District can often be cold in November.
- A towel and toiletries must be brought, as these are not provided by Castlerigg.
- Musicians are encouraged to bring their musical instruments, as there will be opportunities to play in the chapel.
- Some spending money. As all meals are provided it is not necessary for your child to bring a great amount of money. However, there is a tuck shop at Castlerigg which sells sweets, crisps, chocolate and drinks. The 'Games Room' has some video games and a pool table which take money. There will also be an opportunity to visit the shops in Keswick on Thursday afternoon.
- A sock to store mobile phone in.



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Medication:

If your child needs to take any medication, then I would be grateful if you could write a brief note giving details. Please send the medication in a labelled bag. I will keep the medication and issue it in accordance with your instructions. This also applies to Paracetamol.

Dietary Requirements:

Please let me know if your child has any **special dietary requirements** for religious, medical or other reasons (for example vegetarian) in order for me to organise catering with Castlerigg.

Mobile Phones:

As this is a retreat visit and a chance to "get away" from everyday life, mobile phones will be collected in when we arrive at Castlerigg on the Monday and given back on Friday morning as we leave. Pupils wishing to phone home for special reasons during the week may request their phone (which will be kept locked away) during the evening break. In line with LCC guidance no pupil may keep a mobile device during the retreat. If this is something which your child is not willing to do, they cannot take part in the retreat.

Returning home:

The group will leave Castlerigg on Friday 1st November at approximately 11.30am arriving back at school at 1:30pm. Pupils will then be able to leave school early and make their way home. Please arrange with your child how they will get home on the Friday.

Staff:

The staff accompanying the pupils will be Mrs Buyers, Mr Hewitt, Sarah our School Chaplain, Mrs Wilson, and myself.

Activities:

The activities on the course mainly take place within the building of Castlerigg Manor and include artwork, drama, videos, discussions, prayer time and a disco. In the afternoons the students are taken on hikes. On Thursday afternoon the hike leads into Keswick town centre where the pupils are given one hour of unsupervised shopping time.

Contact Details:

I have your contact details on the returned medical forms if I need to get in touch with you for any reason. In case of emergency please ring the school mobile phone number 07922 685480 or the Castlerigg Manor Office number. The address and telephone number of Castlerigg Manor are:

Castlerigg Manor, Manor Brow, Keswick, Cumbria, CA12 4AR

Tel : 01768 772711.

Behaviour:

I would like to draw your attention to the Castlerigg Manor House Rules, which are:

- ☐ Respect for other people in the house, the other staff and the fabric of the building.
- ☐ Smoking and alcohol are strictly forbidden.
- ☐ Guests are not allowed to go into other people's bedrooms.
- ☐ Students must not leave the Manor grounds without permission from their own staff.
- ☐ Punctuality for sessions is essential.



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Risk Assessment:

From recent government guidelines we must now inform parents of the risk assessment that has been carried out regarding the course. A school course at Castlerigg Manor would normally be viewed as a low to medium risk activity. Castlerigg Manor staff take their responsibilities very seriously and state that there have been no very serious injuries in the 35+ years of operating as a residential youth centre – either in the centre itself or on related off-site activities. The vast majority of activities on a school course take place in the grounds of Castlerigg Manor, with the only off-site activities normally being the afternoon walks and some free time in Keswick. The students are not permitted to leave the grounds unaccompanied at any time throughout the retreat.

The area of the course that prompts the most questions appears to be the afternoon walks. This part of the course presents more direct risks to health than any other, but even these are manageable risks. Castlerigg Manor walks are deemed to be 'low risk' when measured against the criteria used by organisations such as Scouts and Guides and mountaineering organisations.

Please note that this visit is covered by Lancashire County Council public liability insurance but there is no personal accident insurance cover provided for your child. If you feel that this is necessary, you will need to make separate arrangements. Please be aware therefore, that we accept no responsibility for any valuables/personal possessions which your child chooses to take on this visit.

If you have any further questions, please do not hesitate to contact me at school. My e-mail address is jho@olchs.lancs.sch.uk or you can phone school on 01772 326900.

Yours faithfully,

Mrs J Holohan

Principal Teacher of Religious Education



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