

Our Lady's Catholic High School

St Anthony's Drive ♦ Fulwood ♦ Preston ♦ Lancashire ♦ PR2 3SQ
✂ @olchspreston ♦ T: 01772 326900 ♦ E: admin@olchs.lancs.sch.uk



Headteacher: Mr R Charnock

Being One of Ours

Friday 17th May, 2024

Dear Parents/ Carers,

YEAR 10 RETREAT AT CASTLERIGG MANOR, KESWICK Monday 3rd June – Friday 7th June, 2024

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

Finance:

Thank you for the payments made. If any payments are outstanding please pay as soon as possible via the school website www.olchs.lancs.sch.uk/parents/school-trips

Medical Form:

Thank you for completing the **online medical form**. If there are changes or additional information which needs to be added please send it in writing or by email to me. 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 so if you have not yet completed it please do so as soon as possible.

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 bag labelled with your child's name and form**. Also include a note to state the dosage required, times needed and whether it is to be taken with food. I will keep the medication and issue it in accordance with your instructions. This also applies to Paracetamol.

Departure Arrangements:

We will leave school at **1.30 pm** on Monday 3rd June. 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 luggage 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 school and that they have the required equipment for periods 1-3.

What to take:

- Just one main piece of luggage as space will be limited on the coach.
- A **sleeping bag or a duvet cover**. Pillows, pillowcases and sheets are provided.
- Comfortable clothing.
- A towel and toiletries must be brought, as these are not provided by Castlerigg.



Artsmark
Gold Award
Awarded by Arts
Council England

- Suitable night wear.
- 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 large amount of money. However, there is a tuck shop at Castlerigg which sells sweets, crisps, chocolate and drinks. There will also be an opportunity to visit the shops in Keswick on Thursday afternoon.
- A sock to store your child's mobile device in!
- A re-fillable water bottle.
- Sun hat and sun cream.
- Walking boots, thick socks and a waterproof coat if you have them. No need to buy boots or waterproof as Castlerigg will lend them out for the walk.

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 Devices:

As this is a retreat visit and a chance to "get away" from everyday life, mobile devices will be collected when we arrive at Castlerigg and given back to your child as we leave. At Our Lady's we class mobile devices to be any electronic device which may be used to communicate with others. Pupils wishing to contact home for special reasons during the week may request their phone (which will be kept locked away) during the evening break. In line with guidance no pupil may keep a mobile device during the retreat. If this is something which they are not willing to do they cannot take part in the retreat.

Returning home:

The group will leave Castlerigg on Friday 7th June at approximately 11.30 am **arriving back at school at 1:30 pm**. 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 Sarah Lee, our School Chaplain, Mrs Wilson, Miss Adams, Sister Shienrose, Ms Akhtar and myself. Some members of our Senior Leadership Team also plan to visit during part of the retreat.

Activities:

The activities on the course mainly take place within the building and grounds of Castlerigg Manor and include artwork, drama, videos, discussions and prayer time. In the afternoons we will go on guided walks in the Lake District.

Contact Details:

You have provided contact details on the medical form should I need to make contact. In case of emergency please ring the school mobile phone number 07935224943 or the Castlerigg Manor Office number. The address and telephone number of Castlerigg Manor are:

Castlerigg Manor, Manor Brow, Keswick, Cumbria, CA12 4AR
Tel : 017687 72711.

Our Lady's Catholic High School

St Anthony's Drive ♦ Fulwood ♦ Preston ♦ Lancashire ♦ PR2 3SQ
✂ @olchspreston ♦ T: 01772 326900 ♦ E: admin@olchs.lancs.sch.uk



Headteacher: Mr R Charnock

Being One of Ours

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, vaping 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.

Risk Assessment:

From recent government guidelines we must now inform parents of the risk assessment that has been carried out regarding the retreat. 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 sincerely

Mrs J Holohan
Principal Teacher of Religious Education



Artsmark
Gold Award
Awarded by Arts
Council England