



Seal
Church of England
Primary School

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Executive Headteacher: Mrs E. Mitchell

Head of School: Mrs L. Butler

18th January 2019

Dear Parent/Carer,

On Friday 1st February Year 3 we will be having a sleepover at Four Elms Primary School. The main purpose of the sleepover is to make new friends, encourage team building and to develop the children's confidence. This is also to prepare the children for residential trips as they continue through Key Stage 2. Children should be dropped off at Four Elms Primary by 6.30pm on the Friday evening to be registered and we expect the children to have eaten a meal before coming to the sleepover.

Key information about the sleepover:

Staffing and adults	The sleepover will be staffed by members of staff including Mrs Butler and the Head of School at Four Elms.	
Activities	We will be doing a range of fun activities. Some of these will include games, team challenges, watching a film and story time.	
Food and drink	<p>Evening snack- We will provide the children with hot chocolate for the evening and they may bring a snack with them for this time. (No nuts please)</p> <p>Breakfast – All children will need to bring a portion of cereal and optional fruit with them. We will provide the milk for cereal and a drink.</p>	
Sleeping arrangements	Everyone will sleep in the hall and surrounding classrooms. The children will be separated into girls and boys. Please see the items children are required to bring below.	
	Compulsory	Optional
What the children will need Please note: All items need to be named and brought in a clearly named bag/suitcase. The children will be responsible for packing away their items, so might need some practice beforehand!	Sleeping bag A blanket or roll up mat to go underneath sleeping bag Pillow Pyjamas An extra set of everything for known bed wetters Dressing gown/warm jumper Hand towel Toiletries (toothbrush, toothpaste, flannel etc.) Evening Snack (drinks will be provided) Breakfast cereal box and fruit Clean underwear for the next day	Reading books A torch Cuddly toy Extra blanket Slippers

Picking up in the morning	Parents will need to collect their children between 8:15am and 8:30am on Saturday 2nd February. If you need to pick your child up earlier, please let Mrs Butler know.
First Aid and illness	Normal School first aid policies will apply. All medicine which is kept at school will be available if needed. If your child has medicine which is taken during evenings/night time this will need to be signed into school with written instructions. Please see the permission slip to indicate to Mrs Butler. If your child becomes ill overnight and needs to go home, we will telephone you immediately to collect your child.
Accidents during the night	If your child is a known bed wetter, please ensure Mrs Butler is informed, as this is a health and safety issue. You can indicate this on the permission slip. Any children who are likely to wet the bed must be provided with a change of clothes and bedding. It is recommended that known bed wetters wear stay dry night pants.
Safety	All health and safety considerations have been taken into account. The children will be briefed before the sleepover and once again in the evening to ensure they know what they need to do throughout the evening and night. The school will be secured during the night. During the night when sleeping, staff members will be placed around the hall and surrounding classrooms to ensure children are safe and secure.
Contacting the school during the sleepover	If you need to contact the school during the sleepover please telephone the office on 01732 700274.
Snapshots and Updates	We will be uploading some photos and updates on to our Facebook page throughout the night to keep parents informed of what we are up to.
Further questions	If you would like to discuss any issues or concerns regarding the sleepover, please do not hesitate to contact me. Any confidential issues, as indicated on the permission slip, will be discussed at a mutually convenient time.

If your child *is attending* the sleepover, please complete the permission slip and return to school by Friday 25th January at the absolute latest. Please note there is **no cost**. If your child is unable to attend, please let us know.

We are looking forward to a really fun evening.

Kind regards,

Mrs L Butler
Head of School



PERMISSION SLIP

Year 3 Sleepover at Four Elms Primary School – Friday, 1st February, 2019

Name of Child: _____

I give permission for my child to sleep over at Four Elms Primary School on Friday 1st February 2019.

I understand that if my child needs to come home, I must be able to be contacted and will be telephoned at any time during the night.

I understand that I must collect my child between 8:15am and 8:30am on Saturday 2nd February 2019.

My child has the following dietary requirements/allergies/ medical issues:

If any of the following apply to your child, please tick the box and Mrs Butler will discuss the matter with you further in confidence.

	Tick here if applicable
My child is likely to wet the bed.	
My child has medication which will need to be administered during the sleepover. Name of medication:	
My child is quite anxious about the sleepover.	
My child has never slept away from home before.	

First Emergency Contact:

Name: _____ Tel No: _____

Second Emergency Contact:

Name: _____ Tel No: _____

Should the necessity arise, I agree to the person in charge of the party giving consent for an anaesthetic to be administered or for any other urgent medical treatment to be given.

Signature _____ Date _____