



Through God, We  
Love, Laugh and  
Learn.

# ST. MICHAEL'S CE (VC) FIRST SCHOOL

Weavers Lane  
Stone  
Staffordshire  
ST15 8QB

T: 01785 334930

email: office@st-michaels-stone.staffs.sch.uk

Twitter: @StMichaelsStone

**Headteacher:** Mrs J Wass BA (Hons) NPQH

20<sup>th</sup> January 2026

Dear Parents and Carers

## **Re: Year 4 Residential Visit – Final Arrangements**

Please find the final arrangements for the Laches Wood residential trip below:

### **Medical and Consent Form**

Many of you have sent in the yellow medical consent form already – thank you. This does need to be completed and returned to school by Friday 23<sup>rd</sup> January. **We cannot take children that have not returned this form.**

### **Medicines**

Please ensure that these are kept separate from your child's luggage, as we will collect in all medicines on the morning of departure in the hall. All medicines should be clearly labelled with your child's name and dosage.

### **Payment**

Final payments should now have been made via the school office/SchoolMoney site. All payments must be made prior to departure in order for your child to attend the residential visit. Please speak to the staff in the office if you have any issues with payments.

### **Souvenir Money**

Souvenir money will be collected by staff on the morning of departure (this should be in a named wallet/envelope). Teaching staff will look after the money for the children. I have attached the souvenir order form again for you to look at and will send a paper version home for you to fill in and then put in a named wallet/envelope with the **correct** money today. This will need to be handed in to a member of staff the morning that we leave.

### **Kit:**

Please ensure that **all** kit is clearly labelled. Although not on the list, a shower cap would be handy especially for those children with long hair. **Don't forget that children must bring their own duvet cover, pillow case and bottom sheet, as these are not provided by the centre.**

**\*\*\*\*They will also need a packed lunch for Tuesday in a disposable bag (no nut products).**

**PLEASE REMEMBER: the children may only bring one small teddy, no electronic devices, no snacks or drinks.** We recommend that no photographs or letters are packed as these tend to cause homesickness. The children can pack a book, a pack of cards or some other small puzzle/notebook, etc to use in their free time in their rooms.

## **Tuesday – Arrangements for Departure**

On Tuesday 27<sup>th</sup> January, children, in non-uniform, and their accompanying adult should arrive at the normal time. They should make their way into the hall with their luggage, from off the KS1 playground, past the Hub. Teachers will collect in medication and tuck money at this time. Children will be registered as usual at 9.00am.

When the coach is at school (due at 9.15am), the children will be asked to take their cases up Weavers Lane and load them on the coach. You can help them if you are able, and you can see them leave from there.

## **Friday – Return arrangements**

On Friday 30<sup>th</sup> January, we will return at approximately 2.30pm. The children will all carry their luggage to the school and will assemble in the hall. **Children must be collected from the hall**, they cannot be collected directly from the coach.

If you require any further details, or need to provide us with any other information, then please contact us as soon as possible.

Yours sincerely

Miss A Whitney  
KS2 Lead