



30 May 2016

RE: YEAR 5 RESIDENTIAL, NANBEIHU 6-8 JUNE 2016

Dear Parent/Guardian

Many thanks to everyone for their support so far with preparations for the Year 5 Residential.

I would like to draw your attention to a few final pieces of information and reminders as we prepare for departure.

All children **MUST** bring their **ORIGINAL** passports (or **ORIGINAL** travel documents) on Monday 6 June. These will be collected and kept by staff for the duration of the trip. Failure to bring a passport means that the children will not be able to take part.

Please arrive at school at the usual time and assemble on the astro-turf. Children will depart from school at approximately 8:45am on Monday 6 June after group photos have been taken. We will return on Wednesday 8 June at approximately 4:00pm. If there is any delay during the return journey the school office will be contacted by phone. Please arrange for your child to be collected from school and inform your child's class teacher of the pick-up arrangements using the reply slip below.

Attached to this letter is a medication form. This is to be handed in to your child's group leader on the day of departure listing any medication that needs to be administered while on the camp. All medicines will be collected and administered appropriately under the supervision of an adult. Please do not send your child with additional medication unless we are made aware of it beforehand. We need to know what medication your child is taking in the event of an emergency.

We will inform you of our safe arrival via Room Parents and then there will be a daily update posted on the school blog and the school WeChat account. If you have a general enquiry, please contact Ms Echo Li at BISS on 52263211 ext. 1501 who will contact one of the staff at the guesthouse in Nanbeihu if necessary. In the event of an emergency you may contact Ms Meehan +86 158 2116 9093.

Many thanks for your support for this exciting experience.

The Year 5 Team



REPLY SLIP: YEAR 5 RESIDENTIAL, NANBEIHU 6-8 JUNE 2016

Please return to your child's class teacher by Thursday 2 June

Child's Name: Class:

Picked up by:

Contact Number:



MEDICATION FORM – Y5 NANBEIHU RESIDENTIAL 6-8 JUNE 2016

- ANY MEDICATION (i.e. Paracetamol, travel sickness pills etc.) SHOULD BE HANDED TO THE GROUP LEADER ON THE MORNING OF DEPARTURE
- PLEASE BRING THIS FORM WITH THE MEDICATION
- ALL MEDICATION SHOULD BE CLEARLY LABELLED WITH YOUR CHILD’S NAME AND PLACED IN A ‘ZIP-LOCK’ BAG

Please complete this form giving details of your child’s medication needs. Use BLOCK CAPITALS please.

Name: CLASS:

NAME OF MEDICINE	HOW OFTEN SHOULD THIS BE TAKEN? (I.E. 3 TIMES A DAY AFTER MEALS)	HOW MUCH? (I.E. 1 TABLET)	OTHER INFORMATION

Please continue overleaf if necessary.

Parent/Guardian Signature:

Contact phone number: