

**Four Elms Primary School**CEO- Mrs L Mitchell  
Head of School- Miss J FermorBough Beech Road, Four Elms, Kent, TN8 6 NE  
**T** 01732 700 274**E** secretary@inspiream.org.uk**W** www.four-elms.kent.sch.uk7<sup>th</sup> March 2024

Dear Parents and Carers of Year 3,

On Friday 10<sup>th</sup> May, year 3 are invited to a sleepover at Four Elms Primary school. The main purpose of the sleepover is to 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. In year 4 the children will stay away for the night at a different location (this year, year 4 are going to Adventure Kidz for their sleepover). In year 5, the children stay away for two nights at Carroty Wood and in year 6 they are away for the week.

The children will need to arrive back at Four Elms by 6pm on the Friday evening and we expect the children to have eaten a meal before coming to the sleepover. We will spend time playing games outside before enjoying a film in the central area. The children will sleep in class 3 and class 4, with boys and girls being in separate classrooms. The teachers will be based in the central area.

Your child will need a small breakfast. Suggested items include: cereal, or cereal bar, fruit and carton of juice. We will provide the milk for cereal. Pick up from the school will be at 8:30am.

Key information about the sleepover is attached.

If your child would like to attend the sleepover, please let us know via MCAS by Friday 29<sup>th</sup> March and ensure you have filled in the form

[https://forms.office.com/Pages/ResponsePage.aspx?id=gn7LJFtvTUSmRn0BqMZPSpLBrquF7\\_tAt\\_Eh8XcHmp9UMzdaVDQzVFZETVpKU0I3MjNKVEdMMDhURC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=gn7LJFtvTUSmRn0BqMZPSpLBrquF7_tAt_Eh8XcHmp9UMzdaVDQzVFZETVpKU0I3MjNKVEdMMDhURC4u)

which will give us the relevant information we need for the sleepover. Please note there is no cost.

Kind regards,

**Miss Fermor**  
**Head of School**

## Sleep-Over Key Information

<b>Staffing and adults:</b>	The sleepover will be staffed by members of staff including Miss Fermor and Mrs Sorrell.	
<b>Activities:</b>	We will be doing a range of fun activities. Some of these will include games, team challenges, film(s) and story time.	
<b>Food and drink:</b>	<b>Evening snack</b> – Your child may bring a snack with them for this time. If they are bringing sweets, please ensure it is a small packet (No nuts please). <b>Breakfast</b> - All children will need to bring breakfast with them. This could be a portion of cereal or a cereal bar, fruit and a carton of juice. We will provide the milk for cereal.	
<b>Sleeping arrangements:</b>	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.	
<b>What the children will need:</b>  <b>Please note: All items need to be named and brought in a clearly named bag/suitcase. The children will have the responsibility for packing away their items, so might need some practice beforehand!</b>	Compulsory	Optional
	<ul style="list-style-type: none"> <li>• Sleeping bag</li> <li>• A blanket or roll up mat to go underneath sleeping bag</li> <li>• Pillow</li> <li>• Pyjamas</li> <li>• An extra set of everything for known bed wetters</li> <li>• Dressing gown/warm jumper</li> <li>• Hand towel</li> <li>• Toiletries (toothbrush, toothpaste, flannel etc)</li> <li>• Evening Snack</li> <li>• Breakfast</li> <li>• Water bottle</li> <li>• Clean underwear for the next day</li> </ul>	<ul style="list-style-type: none"> <li>• Reading books</li> <li>• A torch</li> <li>• Cuddly toy</li> <li>• Extra blanket</li> <li>• Slippers</li> </ul>
<b>Picking up in the morning:</b>	<b>Parents will need to collect their children at 8:30am on Saturday 11<sup>th</sup> May.</b>	
<b>First Aid and illness:</b>	Normal School first aid policies will apply. All medicine which is kept at school will be available if needed. <b>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.</b> If your child becomes ill overnight and requires to come home, we will telephone you immediately to collect your child.	
<b>Accidents during the night:</b>	If your child is a known bed wetter, please ensure we are informed, as this is a health and safety issue. Please indicate this on the form on this letter. Any children who are likely to wet the bed <b><u>must</u></b> be provided with a change of clothes and bedding. It is recommended that for known bed wetters, they wear stay dry night pants.	
<b>Safety:</b>	A full risk assessment of the sleepover has been carried out and 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. When sleeping, Staff members will be placed around the central area during the night to ensure children are safe and secure.	
<b>Contacting the school during the sleepover:</b>	If you need to contact the school during the sleepover please telephone the office on 01322 523830 or email <a href="mailto:fourelmsheadofschool@inspiream.org.uk">fourelmsheadofschool@inspiream.org.uk</a>	

<b>Further questions:</b>	If you would like to discuss any general issues regarding the sleepover or any concerns further, please do not hesitate to contact me. I will discuss any confidential issues as indicated on the permission slips with parents at a mutually convenient time.
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