(OV3) GENERAL BRIEFING SHEET - VISITS/ADVENTUROUS ACTIVITIES (PARENT/CARER) (Please keep this information in a safe place for future reference if needed)

SUPERBOWL, STOCKWELL GATE, MANSFIELD AS PLACES ARE LIMITED, THIS TRIP IS ON A 'FIRST COME, FIRST SERVED' BASIS

1) Organiser/Visit Leader: Miss H Flint, Assistant Head

2) Deputy Visit Leader: Mr C Hall, Year Progress Leader

3) **Telephone:** 01623 474700

Address of establishment/base: All Saints' Catholic Voluntary Academy, Broomhill Lane, Mansfield, NG19 6BW

4) Purpose of activities/event: 'Rewards Day' activity

5) Description of the activities/event: * Mansfield Superbowl, Stockwell Gate, Mansfield, NG18 1LG

Telephone: 01623 462000

6) Date(s) of event: Friday 18 July 2025

7) Departure from school: 12.30 pm Return to school approx: 3.25 pm

8) **Travel arrangements:** On foot (walking from/to school)

9) **Cost of the trip:** £9 (concessionary price for students who qualify for Pupil Premium Grant = £6)

Payment to be made via Arbor. Cash and cheques will not be accepted. The deadline for registering on Arbor will be 5.00 pm on Monday 16 June 2025 but once the allocated number of places has been filled, the trip account will automatically close on Arbor.

Packed lunch/any extras (e.g. spending money for refreshments etc.):

Students may wish to bring a packed lunch and drink with them or may wish to bring some money so they can buy some refreshments at the venue.

If your child qualifies for free school meals, and you would like a packed lunch & drink to be provided, please indicate this on the OV4 Consent & Medical Form. If you do not request a packed lunch, it will be assumed you will make your own arrangements regarding refreshments.

Parents/Carers will be contacted nearer the time to establish how many students intend to buy refreshments at the venue.

10) Deposit/cancellation/behaviour information:

- If you choose to remove your child from the trip, or if your child is removed by the school from the list of participants due to bad behaviour, you will not receive a full refund.
- Please also note that the school reserves the right to withdraw students from the trip with regard to safeguarding concerns.
- If a student withdraws from a trip due to positive Covid-19 testing or any other reason, applications for refunds will be dealt with on an individual basis.

11) Staffing and supervision arrangements:

Lead staff member: To be confirmed

Will there be any unsupervised activity? Yes

Give details: Throughout duration of visit at park although there will be a check-in point throughout the day.

12) Clothing/mobile phones:

Students may wear their own clothes but the school asks that students are dressed appropriately.

13) Nominated contact person:

This person holds contact details of the entire group and can assist you in the event of an emergency:

Name(s): Mr Cuomo (Head), Mr Hutchinson (Assistant Head), Miss Flint (Assistant Head)

Landline: 01623 474700 Mobile: 07590 983479

14) Contacting the authority:

The Emergency Planning Team, now based at Loxley House, will be available should any incidents or accidents occur.

In hours: Landline – 0115 8764608 Mobile - 07985 381931 **Out of hours:** Landline – 0115 9151640 Alternative **-** 0115 9151633