



The
Oakwood
Academy

The Oakwood Academy

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Headteacher: Mr A Gilbert

27th January 2023

Dear Parent

Not long now till we fly to Barcelona, it's lovely to hear students getting excited for the trip. Just wanted to send a final message to you all to go over final arrangements before we leave on Monday 13th.

Key information prior the trip

We would like to start to collect in your son/daughters passports for us to keep in our school safe. We need to photo copy them so we have copies for our risk assessments. Your son/daughter has been assigned a buddy group with a member of staff. This is just to check in with that member of staff and if we need to pass any information onto them, they have a teacher that has all their details, passports etc.

Can these be handed into main reception by Wednesday 8th February, so we have enough time to get all documentation ready before the last day of term.

Please see below further information again before the trip:

- Arrive at Oakwood Academy at 9:30am on Monday 13th February
- Luggage allowance is 25kg
- If your son/daughter is taking part in the football session, please bring appropriate equipment
- If your son/daughter takes any medication, can you please make sure this is given to the member of staff who your son/daughter's assigned to. We will look after this for them.
- T-shirts that have been sponsored by a good friend have arrived and they will be given to students before the end of term to pack in their suit cases.

If you have any further questions before we leave, please don't hesitate to contact me.

Really looking forward to seeing you all on Monday 13th February.

Kind regards,

Mr Scott McNeill

Head of Physical Education