

# HEATHFIELD SCHOOL

## DAY CAMP ADVANCE INFORMATION

This information will be reviewed regularly and if changes are required because of COVID-19, an updated version will be sent to you.

### ARRIVALS

Arrivals are from 8.45 a.m. to 9.15 a.m.

Summer Camp activities begin at 9.15 a.m. each morning.

Please enter the school from the Priory Road entrance or London Road, A329 entrance and park in car parks (see directions and map on website Homepage). Then follow signs to Summer Camp which is based in the Sports Hall. All girls must be signed in by a parent (or authorised adult) each morning. Please DO NOT just drop your daughter and leave.

**Medication:** Any medication your daughter is taking must be handed in to the main office and will be kept and dispensed by the school nurse. If your daughter has any condition that requires extra care, please advise us by email in advance and we will ask you to complete a Medical Form. If she has a Care Plan, please also let us know and send us a copy with the email.

**Breakfast Option:** If you need to arrive before 8.45 a.m. (when Summer Camp staff come on duty) you can book this option from 8.00 a.m. Your daughter should be brought to the London Road entrance car park and signed in by a parent with staff outside the Summer School office. Staff meet and greet promptly between 8.00 and 8.10 a.m. and then take girls to breakfast.

**Absence:** Please contact the office between 8.45 a.m. and 9.15 a.m. to report any absences (telephone numbers below).

Please notify us at least a day in advance, preferably by email, if you need to bring in or pick up your daughter at odd times, say for a dental appointment. Arrival or collection must only be done in the nearest break times which will be posted on the Sports Hall door.

### COLLECTION

Girls should be collected at 5.30 p.m. and must be **signed out by a parent** with the staff on duty at the Sports Hall. Please be as prompt as possible when collecting. Please email us and tell staff in the morning if someone other than a parent is collecting your daughter. If it is not another Summer Camp parent collecting, please ask the person to bring ID.

**Late Stay Option:** from 5.30 p.m. to 6.30 p.m. Late Stay can be booked in advance, in the morning or by phone if you are held up. The cost is £5 per hour or part of the hour. Please sign out your daughter in the Summer School office or as directed on the day.

### DAILY PROGRAMME

The full activities programme starts daily at 9.15 a.m. and each Monday there is an orientation session and tour of the school. Girls arriving mid-week also receive a brief orientation talk

before activities. Staff and Summer Camp Helpers (former students) keep a close eye on new girls and make sure they know what to do and where to go.

Lunchtime is at 1.00 p.m. every day. A wide choice of hot and cold food is offered. At break, the tuck shop is open for drinks, ice creams etc. Please do **not** feel your daughter has to have spending money for this as there will also be drinks and snacks in the dining room each break and water is always available.

## **ACTIVITIES, EXHIBITIONS AND SHOWS**

Each Monday a detailed week's programme will be given to girls and parents. A Highlights programme will be online under Activities in Spring. Girls are placed in small senior and junior groups by age, and with friends; they also participate in big activities with international girls, including tournaments and festivals.

There will be events during the course on Thursdays, from 4.30 p.m. to 5.30 p.m., which we invite parents, relatives and friends to attend: these include exhibitions of art, crafts, photography, floristry, fashion and cookery with afternoon tea and the Summer Camp Shows (dance, music and drama). Timings will be given at the beginning of each week. Details will be given out in advance each week. Girls attending in Week 4 will receive an invitation to the Friday night (6<sup>th</sup> August) farewell show and disco.

Please note that time does not allow us to offer all the activities listed in the brochure and website each week. In addition, as many girls stay multiple weeks, we vary and rotate creative and sporting activities during the course to produce a balanced programme. We also offer many activities not listed in publicity. There is an Options Morning each Friday and options available as part of other events.

## **ILLNESS**

Our school nurse is on duty at all times. If your daughter is unwell she will be seen by the nurse and you will be contacted if necessary. Please do **NOT** send your daughter in if she is already unwell; she should also stay away from Summer Camp for 48 hours if she has been ill with diarrhoea or vomiting.

## **WHAT TO WEAR AND BRING**

Girls should wear **sensible** clothes suitable for activities and sports and bring a named water bottle.

Trainers or gym shoes are required for all sporting activities; sandals and flip-flops are not suitable. A swimming costume and towel are needed daily. A change of clothes and a waterproof may be required if weather is bad. If weather is hot, please bring a sun hat and sun cream. Please name items as appropriate.

Mobile phones should **NOT** be brought to Day Camp as they are not needed and are not allowed during activities or lunch and are easily mislaid or misused; girls can phone from the office if necessary. If phones are brought, they will be kept in the office until home time. Please do not bring jewellery or electronic equipment; watches are also not really necessary. We cannot be responsible for such items and the Sports Hall lockers do not have locks.

Please check your daughter takes her belongings home; lost property is collected on our final weekend (6<sup>th</sup>/78<sup>th</sup> August) and taken to a charity shop on the Monday as the school closes then.

## **RIDING**

If you have booked riding, a questionnaire required by the riding stables will be sent with confirmation. The completed form **MUST** be returned before your daughter is due to attend. No girl will be allowed to ride unless we have a completed and signed form.

Girls should bring riding boots (or a pair of shoes with a heel) and trousers; the stables can provide hats.

## **SUMMER CAMP HELPERS**

At Summer Camp we have a scheme whereby former Summer Campers who turn 16 may be selected as Junior Helpers. These young women are invaluable in helping staff and students during the course, particularly with welcoming and looking after all the girls. Many have attended since they were seven or eight and they know the camp really well. The best Junior Helpers may go on to be Senior Helpers at 17 and then become staff members at 18.

## **INSURANCE**

The School has public liability insurance as required by British Law. However, this does not cover girls' private property which should be separately insured. This may be adequately covered under existing house contents.

## **FURTHER INFORMATION**

At the beginning of June we will email you Final Information with any updates as well as the Highlights Activities programme.

## **OFFICE and TELEPHONING**

**Year-round office:** 01344 885197

**Summer Camp office:** 01344 894295 or 296. This office is open from 8.45 a.m. daily, and 9.30 a.m. on Sunday, until 10.00 p.m. These numbers are from July 6<sup>th</sup> to August 6<sup>th</sup> **ONLY**.