



Heathfield Day Camp Information Sheet

Arrivals

Please enter the school from the London Road, A329 entrance, or Priory Road entrance (see directions and map on website) and park in car parks. Then follow signs along the main drive to the SPORTS HALL which is the Summer Camp base. All girls must be signed in each morning. Please keep us informed of any relevant information (e.g. work telephone numbers). Any medication your daughter is taking must be handed in to staff on duty. 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, so we can arrange for her to be waiting. Any other requests, for example for date changes, must also be sent by email; changes are at the Director's discretion.

If you need to arrive before 8.50 a.m. (when staff officially come on duty) you can book the Early Morning option from 8.00 a.m. with breakfast; your daughter should be brought to the London Road entrance car park and signed in with staff, who will wait until 8.15 a.m. After 8.15 a.m. staff receive students in the dining room.

Absence: Please contact the office between 9.00-9.15 a.m. to report any absences (telephone numbers below).

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. Staff and Summer Camp Helpers (former students) keep a close eye on new girls. A detailed timetable of the week's activities is available each Monday. Girls are placed in small groups by age, and with friends, for a varied morning programme; in the afternoon we often have large group activities, sometimes shared with our overseas summer school girls. A sample programme is on the website. 2016 highlights and events will be online in May.

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, sweets. Please do not feel your daughter has to have spending money for this as there will also be squash and snacks in the main hall each break and water is always available.

Collection

Girls should be collected at 5.30 p.m. and must be signed out with the staff on duty at the Sports Hall. Please be as prompt as possible when collecting.

Late Stay: from 5.30 p.m. to 6.30 p.m. Day girls will be with residents and join in a supervised activity. 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.

In weeks 1 and 4 occasional overnight places may be available if your daughter would like to try boarding.

What To Bring

Non-marking trainers or gym shoes are required for the Sports Hall. Sports shoes must be worn for all sporting activities; sandals and flip-flops are not suitable. Swimming costume and towel are needed daily. A change of clothes and waterproofs may be required if weather is bad. If weather is hot, please bring a sun hat and sun lotion. Please name items as appropriate.

Mobile phones should NOT be brought to Day Camp as they are easily lost, mislaid or misused; girls can phone from the office if necessary. 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.

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.

Shows

There will be events during the course on Thursdays after 4 o'clock, which parents or relatives will be welcome to attend: these include shows of art, crafts, photography, floristry, fashion and cookery with afternoon tea and the big Summer Camp Show (dance, music and drama). Details will be given out in advance each week. Girls attending in Week 4 will receive an invitation to the Friday night (5th August) end-of-course show and disco. .

Office And Telephoning

The office is open from 8.45 a.m. daily, and 9.30 a.m. on Sunday, until 9.00 p.m. Please note the following:

Office numbers during Summer Camp dates only are: 01344 894295 and 894296