



In all things faithful

St Damian's RC Science College

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Headteacher

Mr S Logue BA (Hons), MEd., NPQH, NPQEL

Friday 8th December 2023

Dear Parent/Carer,

Year 7 Castlerigg Manor, Keswick

I am pleased to inform you that your child has secured a place on the Year 7 retreat to Castlerigg Manor from Tuesday 9th to Wednesday 10th January 2024. The retreat costs £100 and all final payments can be made via ParentMail by Friday 5th January 2024. If you have any concerns regarding this payment then do contact me at the college.

As you would expect, prior to going on the visit, we do need to have emergency contact details for you; this is in the rare situation of needing to contact you urgently regarding your child. In the unlikely event of any emergency, it is important we have your permission to administer any first aid. In addition, we need to be aware of any medical information about your child – including medication and allergies. Therefore, I would be grateful if you would please complete and return the attached Medical Form by Friday 15th December 2023. **Unfortunately, no pupil will be allowed to travel without one.**

The St Damian's Way applies wherever we are and on our retreat is no exception! Castlerigg Staff have also asked that we share their expectations. Any pupil that does not follow our standards and expectations will be sent home and **you will be required to come and pick your child up from the Retreat centre.** Please see the attached letter '*Guidelines for a Happy Retreat*' from the retreat centre about expectations.

Your child will not need spending money but if they do wish to bring money for the tuck shop no more than £20 is allowed. Please encourage your child not to take anything valuable or sentimental as we want to avoid the risk of any damage or loss of any valuable property they may have. If they do choose to bring their mobile telephone, it must not be brought to the sessions and will be turned off and placed in a box with a member of staff at bedtime to be returned in the morning.

What to pack and bring along...

- Warm clothing, walking boots (if you have them) or trainers that you do not mind getting muddy and waterproof clothes for outdoor activities. This is health and safety regulations. (can be borrowed from the centre if needed free of charge)
- Washing requirements and toiletries – including a towel.
- Spending money (Maximum £20),
- Warm clothing for bedtime.
- An outfit for Tuesday and Wednesday. Appropriate for a religious retreat and attending Mass.
- A musical instrument (if you play).

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IMPORTANT TRAVEL & BOARD ARRANGEMENTS:

Students will need to meet at school at 6am on Tuesday morning. The coach will depart at 6:30am prompt, please ensure your child has eaten or has provisions for breakfast on the day of travel. Lunch and an evening meal on Tuesday and breakfast and lunch on Wednesday will be provided at the venue.

Finally, you are reminded that the coach is due back at 5pm on Wednesday 10th January 2024 and we look forward to seeing you to welcome your child back to Tameside!

I would like to take this opportunity to thank you for your continued support and co-operation. If I can be of any further assistance or you require any further information then please do not hesitate to get in contact.

Yours faithfully,

Mrs Monica Gerschler
Head of RE

Mrs Emily Allmand
Lead Teacher of RE

Castlerigg Retreat: 'Guidelines for a Happy Retreat'

The Castlerigg Team and St Damian's Staff ask you to observe the following guidelines. If they are followed in the right spirit, it will ensure you enjoy this retreat!

1. **Courtesy:** Please be on time for all meal times and sessions. Use the bins provided for rubbish. Chewing gum is not permitted anywhere on the premises. When you go to your rooms to prepare for bed you will have time to settle down. 'Lights Out' will be at your teachers' discretion. Always be respectful in the Chapel and during prayer times.
2. **Fire Procedures:** If you hear a fire alarm, leave the building as instructed; immediately and without fuss. Follow the green signs to the exits and line up at the fire assembly point. If the alarm goes at night, please wear warm clothes and put something on your feet before leaving the building. Make sure you switch off hairdryers, hair straightener's and any other electrical equipment when you leave your bedrooms.
3. **Smoking, Alcohol and Drugs:** Smoking is forbidden in any of the buildings. This rule has to be kept very strictly because of fire regulations and because it is now against the law to smoke in public places. If you smoke on the retreat, you will be sent home. For obvious reasons, it is forbidden to bring alcohol. If you are found to have drunk alcohol, taken drugs or found in the possession of either, you will be sent home.
4. **Bedrooms:** For reasons of space and privacy, there will be no mixed visiting, either day or night, and students must stay on their own corridors – boys must not go into the girls' rooms and girls must not go into the boys' room. During the day, the rooms will be out of bounds without a member of staff present. Please respect any 'Private' signs as these rooms belong to staff at Castlerigg Manor.
5. **Damage:** Please report any damage done to the building or property immediately. This makes it easier to assess whether the damage was done before the group arrived.
6. **Leaving the Grounds:** You may not leave the grounds at anytime except for with a teacher – you must not go into the wooded area or go out of the gates without a leader with you.
7. **Personal Property:** You are responsible for your own personal property, including money and mobile telephones. If you bring your mobile telephone make sure you switch it off during sessions and at meal times.