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*Be strong and  
courageous.....for  
the Lord your God is  
with you*

Wednesday 06 May 2026

Dear Parents and Carers,

### **Year 4 Planned Sleepover - Friday 19<sup>th</sup> June**

We are excited to let you know that we are planning a special Year 4 Sleepover at High Wycombe C of E School on **Friday 19 June**.

#### **Key Information:**

- **Purpose:** The sleepover is an optional, fun opportunity for Year 4 pupils to enjoy time together, develop independence and make lasting memories.
- **Risk Assessment:** A full risk assessment has been completed and approved. All safeguarding and health & safety measures are in place to ensure a safe and enjoyable event for everyone.
- **Participation:** Participation is **optional**. If your child does not wish to take part, they are welcome to opt out.
- **Staffing:** The sleepover will be supervised by Miss Collins and Mr Bicknell. To meet our approved risk assessment, we require **two additional adult volunteers**. If you are able to help, please let us know via the form below.

**Further Information:** A more detailed letter will follow soon with:

- Full timetable of activities
- Arrival and collection times
- Sleeping arrangements
- What your child should bring
- Medical/medication arrangements
- Consent form and payment details (if any)
- Behaviour expectations
- Emergency contact information
- Final staffing ratios

#### **Next Steps:**

- **Save the Date:** Please add **Friday 19 June** to your diaries.
- **Complete the Response Form:** Please complete the short form below by **Monday 18<sup>th</sup> May** to let us know:
  - Whether your child would like to participate
  - Whether you are interested in volunteering to help supervise the sleepover

<https://forms.cloud.microsoft/e/F2ux5Bpibn>



Alternatively, if you cannot access the online form, please contact the school office or email me at [LKS2phase@highwycombecombined.bucks.sch.uk](mailto:LKS2phase@highwycombecombined.bucks.sch.uk)

**Watch for Further Details:** Look out for the next letter with all the details you will need, including a consent form and what your child will need to bring.

Thank you for your support in making this a memorable event for our Year 4 pupils.

Yours sincerely,



Miss Collins  
Year 4 Teacher

