



Dear Parent/Carer,

We are organising a week away at the Satellites summer camp which takes place at The Bath and West showground, Shepton Mallet. The camp is from the 2<sup>nd</sup> to the 7<sup>th</sup> August (leaving on the 2<sup>nd</sup> and returning home late afternoon on the 7<sup>th</sup>.)

During the week the young people enjoy a morning and evening meeting with everyone on site and enjoy a great band and a fantastic easy to listen to talk, delivered by a great speaker. The rest of the time the young people can enjoy all sorts of other activities including: cafe's, music, workshops, sports and so much more! There is a late-night programme but everything ends at about 11pm and people are expected to head straight back to their camp. The event has various activities which are all led by DBS cleared and trained leaders. The young people who came last year had an amazing week and we are excited to be able to offer the opportunity again this year.

The total cost per person is from £200 (please see payment sheet) this includes the ticket into the event, transport by coach and their meals. They will also want to bring some additional money for souvenirs and snacks etc (a hot chocolate with all the trimmings is about £2.50.)

Please find with this letter a menu for the meals we will probably be having, consent form, equipment list and rules. If your son/daughter would like to come to the event please fill out the consent form included. You can pay in one lump sum or spread it from November to June. However, your son/daughters will only be booked in once we have received the full amount, at which point your payment becomes non-refundable. Please use the link to register them for the trip. You can also pay in full or in smaller instalment payments when you register them. You can also select to pay by an alternative method such as cash or bank transfer. Please register your young person and return the consent letter to me as soon as possible.

We understand that times are hard financially and we don't want anyone to not go just because of the cost. However, we do need to know by Christmas if anyone will find covering the full costs of the trip too much. We have set up a way of easily paying for the trip on a monthly basis through our Churchsuite account which we hope will assist families to spread the cost, but we understand that even with that some may find it difficult. So please contact me before Christmas if you feel you will need assistance.

Any questions, for more information or to check anything with me then just drop me an email.

To register your young person please use this link (a full consent form will also need to be completed before the trip)

<https://sjc.churchsuite.com/events/zcbuvvw4>

Yours Sincerely

Lucy Skelton.

Email: [Lucyskelton@stjamesclitheroe.co.uk](mailto:Lucyskelton@stjamesclitheroe.co.uk)

For more information on the event head to <https://www.youthscape.co.uk/satellites>

**Church bank details (NEW BANK DETAILS SINCE LAST YEAR!):**

Name: The Parochial church council of the Ecclesiastical Parish of St James Clitheroe

Sort Code: 205541

Account number: 10362433

### Costs, Payments and deadlines

<u>Full payment before 30/11/2023</u>	<u>= £200 per person</u>
<u>Full payment before 30/03/2024</u>	<u>= £210 per person</u>
<u>Full payment before 29/06/2024</u>	<u>= £220 per person</u>
<u>Full payment after 29/06/2022</u>	<u>= £230 per person</u>

### Methods of payment

#### **Full payment:**

By card when you register them for the trip.

By Bank transfer – register them for the trip by selecting the cash/transfer ticket, then make a bank transfer as detailed in the information letter.

By cash – register them for the trip by selecting the cash/transfer ticket. Then bring the cash to the church and hand in to the church office. Please make sure it is in an envelope labelled with the young person's name and Satellites 2024.

#### **Installments:**

You can pay installments to help spread the cost of the trip, you can decide your own installment amounts or you can use our installment ticket on the registration page.

We have set the installments to start in November and run through to June. This works out at £26.89 per month per person. The installments will not be taken automatically but we will send a monthly reminder email to you to remind you to make the next payment. We will book people in once they have covered the full amount of the trip, before you have made your final payment you can request a refund minus the transaction fee if you have paid using card via the registration page.

The likely menu... this is just to give you an idea of what we will organise for meals. Please let us know if there is anything your son/daughter does not like, cannot eat or needs an alternative for so that we can accommodate them.

	Breakfast options	Lunch	Dinner
Day 1	N/A	We plan for the coach to leave later this year around 11am. They either need to eat before coming or bring a pack lunch to have either on your way.	Please send them with money to purchase dinner from the services before they arrive. Please let me know if this will be a problem.
Day 2	Cereal and/or Toast	Sandwiches, Soup, Crisps, Salad, Yoghurt and Fruit	BBQ – Sausages and burgers with Salad.  Cake, yoghurts and/or Fruit for pudding
Day 3	Cereal and/or Toast	Sandwiches, Soup, Crisps, Salad, Yoghurt and Fruit	Spaghetti Bolognese  Cake, yoghurts and/or Fruit for pudding
Day 4	Cereal and/or Toast	Sandwiches, Soup, Crisps, Salad, Yoghurt and Fruit	Sweet and Sour Sausages with Rice and prawn crackers  Cake, yoghurts and/or Fruit for pudding
Day 5	Cereal and/or Toast	Sandwiches, Soup, Crisps, Salad, Yoghurt and Fruit	We will have a chippy tea, we will buy enough chips for everyone from a local chip shop and people can order and pay for additional items if they wish to.
Day 6 (departure)	Cereal and/or Toast if they are up before the kitchen is packed up!	Make a packed lunch in the night before, or save some money for the services on the way home.	

There will be tea, coffee and cold drinks available at our camping area as well as plenty of cake and snacks. We will always aim to have smores and hot chocolates before bed on the last evening.

**Equipment** that they will need to bring or make sure they have use of.

(Please let us know asap if any of these are a problem)

**The Essential List: - 100% definitely unquestionably essential! Please let me know in advanced if any of it is not possible!**

- Waterproof mac/light jacket or waterproof poncho
- Welly's (it can get VERY VERY muddy if it rains)
- Tent – they can share tents (boys with boys, girls with girls) but they need to make sure they have a room in someone else's tent if they don't have their own (we can help organise this, we also have some tents people can borrow on a first come first served basis.) They do not have to share if they would rather not. Please also make sure the tent is waterproof, last year quite a few tents were flooded due to not functioning correctly.
- Sleeping bag and/or single duvet, fleece blanket for cold nights. A pillow and a roll mat or Air bed.
- Torch
- Mobile phone with charger, power bank, credit and data! – It is not advisable to bring an expensive one, one that can call, text and potentially Whatsapp is the most they will need...expensive ones go missing.
- Any medication they need in a clear plastic bag with their name on it and written instructions for the first aiders of what they are for, when they should take them, and how often etc. **IMPORTANT – No medication is to be brought on the trip (including over the counter medication) unless it has been agreed with Lucy, this is for safety reasons.**
- Wash stuff including Towel, shampoo, toothbrush etc
- Changes of clothes including a few spares. Pack for all weather as it sometimes does rain all week!
- Pyjamas or warm clothes they can wear in bed.
- A wallet/purse for their money
- Comfortable shoes like trainers (at least 2 pairs)
- Some extra money for spending on souvenirs or snacks – souvenirs will range from about £1 up to about £30 for a hoody.
- Folding camp Chair (Named please)
- Water bottle
- Sun cream
- Rucksack or bag to carry money, torch etc.

**Optional:**

- A Bible (but best not to be their very special one)
- Skates/Skateboard
- Flip flops/water gun/shorts and top that dry quickly (in-case we have a water fight)
- Umbrella
- Hot water bottle.
- Anything else they feel they will definitely require during their time away, however electricity is very limited on site!

**Not advised:** we can't be held responsible if they get stolen, lost or broken

- Expensive tech including hand held games consoles, airpods/earbuds/headphones, smart watches.
- Lots of money! (feel free to contact me if you are wondering what they may spend their money on)

## **Site rules** – not just for the youth but it might be helpful for them to see the full list.

1. Youth leaders are responsible for their group at all times.
2. All venues on site will be closed by 11.30pm. Youth leaders should ensure their group are back at their tents shortly after this, and quiet by 1am.
3. Strictly no alcohol, drugs, intoxicating agents (such as "legal highs") or drug paraphernalia are allowed on site - except when medically prescribed. Anyone found in possession of drugs or alcohol, or suspected to be under the influence of drugs or alcohol, could be evicted from the site and refused further entry to the event.
4. After arrival, all vehicles must be moved to the designated car parks to comply with safety regulations. Only emergency vehicles or those displaying a valid disabled permit are allowed onto site.
5. Please observe the site speed limit of 10mph at all times.
6. Event wristbands must be worn around your wrist at all times - they are your event ticket and are the only way to get into venues. There will be a charge to replace lost wristbands - please come to Info to sort this.
7. Smoking is not permitted inside buildings, marquees, tents or caravans.
8. Tents or caravans can only be moved to another village with prior permission from the Village Host team leaders. This is so you can be reached in case of an emergency.
9. Pets aren't allowed on site - except for registered assistance dogs (please inform the Satellites team before arrival if this applies to you).
10. Please remain within the area clearly marked out for the Satellites event.
11. Satellites wishes to make clear that it does not favour sectarian propaganda or proselytising within the Christian fellowship. This means any individual or group that uses Satellites and its facilities for such purposes does so against the spirit of the event. The organisers reserve the right to cancel any such person or group(s) booking and escort them off the site/premises immediately.
12. Satellites cannot be held responsible for loss or damage to persons or personal property.
13. No generators are allowed on site (except those contracted by the Satellites team). If you need a power supply, please speak to the Satellites team about purchasing an electric hook-up.

## **Group rules.**

1. The youth leaders are there to keep young people safe, so they need to be listened to and obeyed, failure to do so could end up with the young person being brought home.
2. We eat together, that doesn't mean you can't eat at the food vans, but we ask that you only do so if you can still eat the food provided, this saves us wasting money, food and time preparing it – just let us know if you don't like what's on the menu beforehand so we can make you something else!
3. You need to sign in and out at the marquee when you go anywhere away from our camping area and when you return (we will show you how to when we arrive.)
4. Everyone is to go around the site in pairs or small groups, no lone ranging.
5. When the late-night youth leaders on duty go to bed it's time to head back to your tent for bed.
6. Everyone goes to the morning and evening meetings.
7. Put your wristband on and leave it alone, if it breaks or is breaking get it replaced straight away.

St James' Church Youth – Satellites camp, August 2024. – Please write in block capitals.

Young Persons Name:.....Date of Birth:.....

Address:.....

.....Post Code:.....

Contact Email address:.....

Emergency Contact: Please provide us with two contact phone numbers for you over the week:

**Emergency Contact 1:**

Name & Relation:.....

Home phone number:.....

Emergency Mobile Number:.....

Please provide us with two alternative contacts in the case of an emergency where you are unavailable;

Name & Relation.....Phone Number:.....

Name & Relation:.....Phone Number:.....

**Health**

**Does the young person named above have any medical conditions?**

Yes /No (please circle)

If Yes please give details:

.....  
.....  
.....

**Does the young person have to take or carry any kind of medication?**

Yes / No (please circle)

If yes please give details of what, how often they need to take it and if they will require assistance with it:

.....  
.....  
.....

**Does the young person named above have any allergies?**

Yes / No (Please circle)

If yes please give details of what the allergy is and when it may be provoked or when it might occur:

.....  
.....  
.....

Does the young person have any learning, neurological, mental health or sensory difficulties or needs that it would be helpful for us to know about? If so please let us know in brief below. If you feel they will need extra support while away with us we will need to discuss their needs with you so we can work out the best way to support them and enable them to attend. If you'd rather not write here then please put 'yes' and Lucy will get in touch.

.....  
.....  
.....

**Please provide the name and address of the young person's doctor:**

Doctors Name:.....

Address:.....

..... Town:..... Post Code:.....

**Medical care consent**

Unless prescribed, young people shouldn't need to bring any over the counter medicines as we take a very well stocked first aid kit, please let me know if there is anything you think we will need to take or if they need to bring anything of their own. In the case of the young person named above having a minor pain (E.G Headache), a minor cut, injury or allergic reaction, do you give permission for them to be treated with the following methods/medications:

Please Tick all those that you consent for:

- Paracetamol
- Fabric Plasters
- Antiseptic wipes
- Insect bite/sting relief spray/cream
- Hay fever over the counter medication

**Accommodation**

Does the young person have their own tent? Yes / No

Would you say this is a small, medium or large tent? (1-2 man = small, 3-5 man = medium, 6man+ = large)

.....

If they do not have their own tent they will either have to share with another young person, or borrow a church tent (either share or on their own – where our tent supply allows – you may need to buy them their own tent if we do not have a suitable tent/space in a tent for them)

**Dietary requirements**

Please tell us of any dietary requirements that the young person has, please also tell us if they do not like any food on the menu or any specific common food.

.....

.....

**Photo/video consent**

By attending the event you are giving photo and video permission to Satellites event for your son/daughter. However, we still ask if it is ok for our team to take pictures during the week that include the young person (is there any media we are not allowed to use these Picture for? For instance on social media, our website).

Yes / No (Please Circle)

Media communication the pictures must not be used for:.....

.....

**Finally...**

Is there anything else you would like to mention or tell us?

.....

.....

.....

I give permission for the young person named above to attend the Satellites camping trip from the 2<sup>nd</sup> to 7<sup>th</sup> August 2024.

Please contact me in advanced if financing the trip will be a problem for you.

Signed:.....Print Name:.....Parent/Carer Date:.....