



Grand Avenue Primary & Nursery School

Grand Avenue
Surbiton
Surrey
KT5 9HU

Tel: 020 8399 5344

Email: office@grandavenue.kingston.sch.uk

Web: www.grandavenue.kingston.sch.uk

Monday, 19th February 2024

Dear Parents/Carers

Final Arrangements – Visit to PGL Windmill Hill

4th – 8th March 2024

We are busy with our final preparations for our residential visit to Windmill Hill. I hope the following information is useful.

Staffing

The leader of the residential journey will be myself (Miss Clift).

The following members of staff will be joining the visit all week: Mr Carter, Mrs Claridge, Mrs Gilmore, Miss Hempston, Miss Martin.

Plus :

Mrs Sagar, Mr McHale and Miss Maitland (Mon/Tues/Wed)

Mrs Pitcher, Miss Smith and Mr Williams (Wed/Thur/Fri)

What to bring

Luggage – Please pack 2 bags: one large suitcase/holdall and one rucksack for use during the day. Anything your child needs with them on the coach needs to be kept in their rucksack; all other luggage will be stowed away for the journey. Please be aware that your child will need to be able to carry their own luggage from the coach to their chalet!

(The kit list is attached for reference).

Pocket money – Your child will be given a clear plastic money wallet on the morning of departure. If you wish to provide your child with pocket money, we ask that pupils do not bring more than £10 for the week. It is helpful if this is in loose change.

Postcard (optional) - Please include a stamped, addressed postcard in your child's luggage which your child can send to you from Windmill Hill.

What not to bring!

Valuables – please ensure that your child does not bring any items of personal value. If they choose to bring such an item, then this will be their responsibility and staff will not be accountable for lost or damaged items.

Mobile phones/electrical items – these are not allowed during our time away.

Room allocations

The children have been asked to think about who they would like to share a room with and who they may find being in a group with difficult. Your child will find out their room allocations on the morning of our trip.



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Departure arrangements

On the day of departure, please bring your child to school at the normal time. Your child will need to take their luggage to the Annex Hall and then go into class for registration.

The coaches will leave at 9:15am. You are welcome to wait outside school and wave your child off.

Medicines

Our first aider, Mrs Gilmore, will be in charge of medicines whilst we are away. On the morning of departure, please hand in all medicines in a **named** box/bag. **The dosage and the time which the medication needs to be given needs to be clearly stated.** Throughout our time away, all medicines will be kept in Mrs Gilmore's chalet; this includes travel sickness tablets. We will ensure all medicines are taken at the correct time.

Safe arrival

When we have arrived at the centre, I will telephone school. A message will be posted on our website to let you know we have arrived safely. We will also do our best to post a message each day about the activities the children have taken part in.

Contact

Should you wish to write to your child whilst we are away, the address of the site is: Windmill Hill PGL, Windmill Lane, Nr Hailsham, East Sussex, BN27 4RZ. Please remember to include the name of the school as part of the address.

Should a situation arise whereby you need to contact your child immediately, please contact school in the first instance.

Returning Friday 8th March

We will leave Windmill Hill after breakfast on Friday 8th March. I will contact school and advise on the estimated time of arrival. This time will be posted on the school website. Your child will be ready to be collected around 11:30am; children do not need to stay for afternoon school.

If you are collecting your child by car, please park considerately to avoid any congestion on Grand Avenue or preventing the coach from accessing the school driveway.

The class teachers will discuss these final plans with the children and answer any queries they may have. I hope the information in this letter is helpful. If you have any further questions, please contact me at school. I am happy to help. We look forward to a successful week away.

Yours sincerely

Miss Clift



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