



## Grand Avenue Primary & Nursery School

Grand Avenue  
Surbiton  
Surrey  
KT5 9HU

Tel: 020 8399 5344

Email: [office@grandavenue.kingston.sch.uk](mailto:office@grandavenue.kingston.sch.uk)

Web: [www.grandavenue.kingston.sch.uk](http://www.grandavenue.kingston.sch.uk)

Wednesday, 11<sup>th</sup> February 2026

Dear Parent/Carer,

### Final Arrangements – Visit to PGL Windmill Hill

2<sup>nd</sup> – 6<sup>th</sup> March 2026

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: Mrs Gilmore, Miss Cherry, Miss Martin.

Plus :

Miss Villar, Miss Taylor, Mrs Cheesmur, Miss Gilmore and Miss Harrison (Mon/Tues/Wed)

Mr McHale, Mrs Mitchell, Miss Smith, Mr Carter and Miss Morris (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!

**Pocket money** – Your child will be given a clear plastic money wallet the week before 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. Staff will collect this before we depart to ensure it is not lost.

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

**Snacks** – we do allow children to bring a small number of snack items that they will keep in their room. Please make sure they are nut free. Please do not send any fizzy drinks or chewing gum.



*Enjoying Learning - Exceeding Expectations*



## Grand Avenue Primary & Nursery School

Grand Avenue  
Surbiton  
Surrey  
KT5 9HU

Tel: 020 8399 5344

Email: [office@grandavenue.kingston.sch.uk](mailto:office@grandavenue.kingston.sch.uk)

Web: [www.grandavenue.kingston.sch.uk](http://www.grandavenue.kingston.sch.uk)

### 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/Smart watches/air tags** – these are not allowed during our time away.

**Any other electronic items e.g. kindles** - 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 room with difficult. Your child will find out their room allocations on the morning of our trip.

### 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 approx. 9:15am. You are welcome to wait outside school at the top gate and wave your child off. Please do not park directly opposite the gate and block the coaches from leaving.

### 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 room; 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 emailed to all parents confirming arrival at the centre.

### 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.



*Enjoying Learning - Exceeding Expectations*



## Grand Avenue Primary & Nursery School

Grand Avenue  
Surbiton  
Surrey  
KT5 9HU

Tel: 020 8399 5344

Email: [office@grandavenue.kingston.sch.uk](mailto:office@grandavenue.kingston.sch.uk)

Web: [www.grandavenue.kingston.sch.uk](http://www.grandavenue.kingston.sch.uk)

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

### Returning Friday 6<sup>th</sup> March

We will leave Windmill Hill after breakfast on Friday, 6th March. Your child will be ready to be collected at 11:30am. If the estimated time is earlier or later than this then we will inform parents. Children do not need to stay for the afternoon at school.

If you are collecting your child by car, please park considerately to avoid any congestion on Grand Avenue or preventing the coaches from accessing the school driveway. **Please do not park directly opposite the driveway as the coach cannot get into school.**

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**  
**Year 6 Lead**



*Enjoying Learning - Exceeding Expectations*