



## Headteacher

Mr Richard Catchpole BSc (Hons) PGCE NPQH

Email: [admin@busbridge-junior.surrey.sch.uk](mailto:admin@busbridge-junior.surrey.sch.uk)  
Website: [www.busbridge-junior.surrey.sch.uk](http://www.busbridge-junior.surrey.sch.uk)

Dear Year 6 Parent/Carer

Friday 30<sup>th</sup> April 2021

### Re: Year 6 Residential Trip to PGL Windmill Hill, East Sussex - Monday 12<sup>th</sup> to Friday 16<sup>th</sup> July 2021

We thank you for your patience with regards to receiving information about the Windmill Hill residential trip. As communicated with you in our last letter in the Autumn term, due to the Covid situation we were awaiting confirmation from the Government and PGL as to if, and when, school residential trips would be able to start running again. As you know we have rearranged this trip to take place this term from Monday 12<sup>th</sup> to Friday 16<sup>th</sup> July 2021. We are now delighted to confirm this trip will go ahead and, unless the Government roadmap changes anything, we fully intend to go. We are now in the process of putting all the things in place we need to organize this trip. The centre is very well equipped to run these residential trips/activities safely and follows strict Health and Safety guidelines which will be additionally enhanced to follow risk assessments/Covid guidelines in line with Government regulations. We also do our own risk assessment ahead of the trip and will ensure Covid guidelines (eg. bubbles) are followed.

#### Payments:

Just to remind you the total cost for the residential is £385.00. Many of you have already paid a significant part of this total cost. Thank you to those who have already paid their balances in full - there will be no further action for you at this time. In order for us to fulfill our financial obligations with PGL for this Windmill Hill trip, we are now requesting that for those who have balances remaining, please can you **settle outstanding monies owing on your Parentmail account by Monday 7<sup>th</sup> June**. This is so that we are able to pay the final balance by the deadline PGL have given us. We appreciate this is a tight deadline, and if this presents a financial problem to you then please contact Mr Catchpole. If you are unsure how many installments are due, or have any further queries regarding payment, then please contact Mrs Vaz in the School Office. Thank you for your attention to this matter.

**Kit List:** We attach the kit list to help with the preparations for the visit.

**Personal Contact and Medical Details Form:** We also attach a Personal Contact and Medical Details Form which needs to be **completed and returned, together with the consent slip below, to the class teacher by Thursday 27<sup>th</sup> May 2021**. Please take care to complete all sections of the forms and both sides where appropriate. Please note if we need to contact you eg. in the case of late arrival home of the coach, we will contact you by text/email. General updates about the trip will be posted on the school website and emailed on a daily basis.

We are looking forward to what should be an enjoyable and educational visit. Details about a pre-trip information presentation will be sent to you in due course after half-term. If you have any queries, please do not hesitate to contact us by email to our trip leaders Mr Evans and Miss Mistry, or to myself ([head@busbridge-junior.surrey.sch.uk](mailto:head@busbridge-junior.surrey.sch.uk)).

Yours faithfully

**Mr Richard Catchpole (Headteacher)**

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### Year 6 Residential Trip to PGL Windmill Hill, East Sussex - Monday 12<sup>th</sup> to Friday 16<sup>th</sup> July 2021

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**Child's Name** ..... **Class** .....

I give permission for my child to take part in the PGL Windmill Hill residential trip & to travel by coach YES / NO

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed YES / NO

I understand that those supervising the visit are in loco parentis and must exercise a standard of care that would be expected of a reasonably prudent parent YES / NO

I certify that so far as I am aware my child is medically fit\*\* to undertake this trip and associated activities and there are no known health reasons why he/she should not do so. (*\*\*Please give details on the medical form attached if your child suffers from any medical condition of which, whilst not affecting his/her ability to undertake this trip, you consider the Party Leader should be aware of*) YES / NO

I have completed & returned the personal/contact and medical details form YES / NO

I consent to any emergency medical treatment necessary during the course of the trip and sharing my child's details with relevant medical personnel if required and with PGL Windmill Hill YES / NO

I give consent for my child to have their photograph taken on this trip for use on the school website and school newsletter. You can withdraw this consent at any time. YES / NO

**Parent/Carer (please print name):** .....

**Signed** ..... **(Parent/Carer) Date** .....