



# West Grove Primary School

## DETAILS OF ARRANGEMENTS FOR SCHOOL JOURNEY TO PGL

29<sup>th</sup> September - 2nd October 2023

The aims of our visit are:

- To provide activities both physical/ mental to stimulate children's learning.
- To help pupils further develop their physical skills in new and challenging situations.
- To enable pupils to exercise important social skills such as teamwork and leadership.
- To encourage and develop independent thinking.

### Information about the week:

**Activity Centre Address** Windmill Hill, Hailsham, Sussex

We will be in regular contact with the school and can be contacted at all times by Miss Barclay.

There are four members of staff accompanying the children on the trip Miss Barclay, Mrs Merritt, Miss Hoque and Mr Smith.

If you need to contact your child in an **emergency**, please do so via : 07399 304306. **This number is in use for the PGL school journey only.**

### Travel Times

#### **Friday 29<sup>th</sup> September**

- Arrive at school 9.00 am. Please take your child with their luggage to the hall. The coach needs to leave promptly. Children need to bring a packed lunch with them in their day bag which they will eat when they arrive at the centre.
- Arrive at centre at approximately 12.00pm
- The school will be notified on our arrival. A text will be sent to parents notifying safe arrival.

#### **Monday 2<sup>nd</sup> October**

- After morning activities we will have lunch and leave centre at approximately 1.30pm. We are hoping to arrive back at school at ***approximately 4.30pm*** but this is dependent on the traffic.
- If there is a major change to our arrival time, the school will be informed of the new estimated time. A text will sent to parents to update arrival time during the course of the return journey.

## Week's activities

On arrival the group will be allocated a Group Leader who will stay with us for the duration of our visit. They will show teachers and children to their rooms.

## Group meeting

Our Leader will explain how the centre operates and discuss the timetable. They will also discuss:

- Health and Safety matters;
  - Centre regulations, including:
  - Emergency/ fire procedures;
  - Out of bounds areas;
  - Punctuality and behaviour on centre.
- Group shown around site to become familiar with the buildings and activities available.
- West Grove staff will be present at all times during these activities.
- The week's activities will not be confirmed until we arrive, but may be selected from the following:  
Abseiling, Aeroball, All Aboard, Archery, Challenge Course, Climbing, Eco Trails, Fencing, Giant Swing, Jacob's Ladder, Sensory Trail, Orienteering, Problem Solving, Sports and Team Games, Tunnel Trail, Trampoline, Trapeze, Zip Wire, Rifle Shooting, Raft Building, Canoeing, Hiking.
- Evening activities will also be finalised once we are there. They range from a disco, orienteering and team games.
- There is a small shop on site and there will be chances to buy souvenirs and small gifts. We do allow the children to go to the shop unsupervised in small groups at designated times, but they must tell an adult before they go.
- Pocket money for the journey is **£10 ONLY**. It is up to your child to decide how to look after their money. Staff are happy to keep it safe if it is in a labelled purse/wallet. We cannot take responsibility for children who choose to look after their own money.
- We will ask your child to write a postcard on the first evening to let you know how they are getting on and which activities they have already done. Please provide your child with a stamped, addressed postcard for this purpose.

## **Medication**

- Miss Barclay will be in charge of medication during the trip.

Please complete the form link below **before 21<sup>st</sup> July 2023**. All parents/carers must complete the form even if you have previously advised us of medical / dietary requirements as PGL require additional information.

<https://forms.gle/ZNNU3hrckUuxTrWH9>

## **Emergency Procedures**

- In the event that you need to contact us urgently, please use the number on the first page.
- In the event that we need to contact you urgently you will be contacted by the school office during school hours, or directly by Miss Barclay if out of school hours.

**If your child at any time displays behaviour which is unacceptable then you will be required to come and collect your child from the site within 4 hours. We cannot allow anyone's safety to be compromised by inappropriate and dangerous behaviour. It would be helpful if you could speak to your child about this beforehand. A behaviour contract is attached for you to read with your child. This needs to be signed by parents and children and returned to us before 29<sup>th</sup> September.**

## **Clothing**

Please see a Kit List below. Please use this list as a guide to the type of clothes required. In poor weather the activities usually continue, so warm and water-proof clothes are extremely important. Please ensure your child has a waterproof jacket with them.

There may be a disco on one evening so appropriate clothes can be provided for this. Otherwise remember that the programmes involve activities and good, expensive new clothes are **NOT** required. They will get very muddy.

Luggage space is restricted so each child should only bring **one small suitcase/holdall** and one day bag. The children need to carry their own case over a short distance to and from the coach.

## **Photos**

Staff will be taking photos of the children during the trip. If you have changed your mind about photo permissions you have previously given, please contact the school office before the trip.

## **Valuables and mobile phones must not be brought on the trip.**

Children may bring a small torch and throw away camera but nothing else electrical. Staff will not be responsible for any of the children's property.

We are sure the children will have a fantastic experience!

## **PGL KIT LIST**

All essential activity and safety equipment is provided, but the children will need personal clothing, footwear and washing kit. Brand new and expensive items should be left at home, as should ipods/MP3 players, smart watches, mobile phones and personal computer games. Bearing in mind the outdoor and active nature of our holidays old, casual and easily-washable clothes are strongly recommended. Many children visit their local charity shop in search of inexpensive shorts, track-suit bottoms and T-shirts that will not spoil by going through an assault course. Jeans are impractical as they do not provide warmth when wet and are difficult to dry.

Below is a **suggested** list of items which we recommend as a guide of what to pack on a 5 day midweek activity course.

### **Take plenty of clothing in case of wet/cold weather. Clothing should be old.**

- Nightwear
- Underwear
- Socks, including over ankle length
- 3 or more fleeces / Sweatshirts
- 4 T-shirts
- 2 Long sleeved T-shirts
- 4 pairs of old trousers (not jeans) 3 for activities, one for evening
- 2 pairs of shorts (weather dependent)
- 2 pairs of trainers (1 for wet activities) – no wellington boots
- 1 pair of shoes or trainers for indoors
- Waterproof jacket (and waterproof trousers if you already have them)
- Baseball cap / Hat (Gloves, warm hat, scarf if cold weather)
- Swimwear
- 1 set of Disco Clothes

### **Other Essentials**

- Wash bag ((soap & toothbrush etc.)
- 2 Large towels
- Torch & batteries
- Plastic bottle for drinks
- Sunscreen (if summer)
- Pen & paper
- Small Bag/Rucksack
- Labelled plastic bags / bin liners (for wet items)

### **LOST PROPERTY**

Please ensure that all belongings are clearly marked with the name of the school / group as well as the name of the child. PGL take no responsibility for finding or returning lost property, however, we are happy to search for any missing items.