



LONDON BOROUGH OF HAVERING

ENGAYNE PRIMARY SCHOOL

Mrs S Sankey: Headteacher
01708 223492

Dear Parents/Carers,

This letter contains final arrangements for the PGL trip on Monday 17th June 2024.

- Children need to be in school for morning registration at the normal time.
- Please ensure clothing, bags and belongings are all labelled very clearly.
- Bedding should be a sleeping bag & pillow – rolled up tightly for transportation.
- The coach company has advised us that one small suitcase or soft holdall, plus a backpack (for the coach) is the maximum luggage allowed per pupil.
- Children will need to bring a packed lunch, plus snacks for the evenings.
- All children need a water bottle – No Air Up bottles.
- Please ensure your child has a waterproof coat/sun hat.
- Mobile phones are not allowed on the trip.

Arrival procedure

- We expect to have been informed of **any** medication your child may need **before** the day of departure.
- If you have not already done so, please send in a note to Mrs Grassick with all the details and exact doses as soon as possible as this information is required by PGL and needs to be sent to them before we travel.
- There may be the case that one or two children who can only bring medication on the day as it needs to be used until then, again this must be highlighted and brought to Miss attention in a written note and to be agreed.
- If you would like to wave the children off, we ask you stand on **the opposite pavement** to the school building so that we can ensure the safety of all the children.

Procedure for return

- We hope to arrive back at school on Friday evening by approximately 4pm, depending on traffic.
- We will inform you via SQuid when we are half an hour away so that you are not waiting. Obviously, after an active and exhausting few days we would appreciate that you arrive promptly to collect your child.
- On our return, the coaches will park on the pavement nearest to school. Please park your cars well away from this area to allow us access. Once more, we ask you wait on **the opposite pavement** to the school building.
- The children will be dismissed slowly in pairs to allow people to collect their bags and then move away in an orderly manner.
- We ask that you are patient and when you see your child getting off the bus, please come over. This gives us an opportunity to inform you of any bumps or bruises that may have occurred during the trip.
- If your child has any medication, please collect it from Miss Jupp.
- Once you have collected your child and their belongings, please notify a member of staff before leaving.

We ask you to follow these procedures to ensure that children are not kept waiting unnecessarily.

- Staff attending the trip will be; Mrs Sankey, Mr Manifold, Mrs Grassick, Mr Butt, Miss Monaghan, Miss Williamson, Miss White, Miss Pumfrett and Miss Leonard.
- Please reiterate to your children that behaviour sanctions will be in place. We expect children to behave to the highest of standards all week. Mrs Sankey will explain the three warning system to all the children before the trip. (1st warning – the child will be warned about their behaviour, 2nd warning – the child will miss the next activity. 3rd warning – the child will be withdraw from the evening activity). We expect your full cooperation with this behaviour system.
- We are all looking forward to the trip and keeping our fingers crossed for lovely weather. The staff will be taking photographs, with fantastic memories for years to come.

Yours sincerely,



Mrs Grassick

PGL is only possible due to the goodwill of the staff who volunteer their time to organise a busy and fun few days for your children.

Mrs S Sankey