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 15th June 2026.

- Children need to be in school for 8.30am just before normal registration time.
- Please ensure clothing, bags and belongings are all labelled very clearly.
- The coach company has advised us that one small suitcase or soft holdall with a sleeping bag tied to it. In addition, a backpack (for the coach) with their pack lunch included as this is the maximum luggage per pupil allowed.
- Children will need to bring a packed lunch plus snacks for the evenings.
- All children need a water bottle and a plastic beaker.

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- Please ensure your child has a waterproof coat.

Arrival procedure

- Staff will be out on the pavement to show you where to leave your child's luggage.
- 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 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 Mrs Barrett's attention in a written note and to be agreed.
- The coaches will park as near to school as possible depending on how cars are parked around the school. If you would like to wave the children off, we ask you stand on **the opposite pavement** to the coaches and 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 afternoon approximately 4pm depending on traffic. We will inform you via dojo 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 Mrs Barrett.

- 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, Miss Burke, Mrs Barrett, Miss White, Miss King, Miss Crossley, Mr Taylor and Mr Butt.

- Please reiterate to your children that behaviour sanctions will be in place. We expect children to behave to the highest of standards all week. Miss Burke 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 withdrawn 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,

Miss Burke

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