



Windsor Park CE Middle School

Springfield Road, Uttoxeter, Staffordshire, ST14 7JX

Headteacher: Mrs L Wilbraham-Jones, NPQH

Telephone: 01889 563365

E-mail: office@windsorpark.staffs.sch.uk

Website: www.windsorpark.staffs.sch.uk

5 June 2025

Dear parents/carers,

I hope that your child is looking forward to our PGL trip to Caythorpe Court in Lincolnshire from Monday 7th July – Wednesday 9th July.

- I am now writing to offer extra information regarding trip details and the kit list (second page).
- I also attach **the back blue form which needs to be removed, filled out, signed and returned**, outlining any emergency, medical, SEND and/or dietary needs. This needs to be **returned no later than Monday 9th June.**

Whilst I appreciate that you will have submitted this information to the school in the past, I do request that this information is provided again on the form provided, so that I have the most up to date and relevant information for your child.

- Children are expected to attend school on Monday 7th July at the normal time. They will be registered and medication will be checked. Please ensure that any medication is labelled, and left in school reception for the attention of Mrs Joyce. A medical form will need to be filled in prior to the trip if your child requires any medication to be administered (e.g. Calpol, antibiotics, antihistamines). Medical forms are available from school reception.
- If your child uses an inhaler or adrenaline auto-injector (AAI), your child should have their own personal one (labelled) which they should carry at all times. Please remind your child of this.
- Our coach is due to arrive back at about 4.15pm on Wednesday 9th July (dependent on traffic). All children will need to be collected by a parent or carer. School transport will not be available at this time. Children will not be allowed to make their own way home.
- Children will need a packed lunch for our first day. This should be sent in throw-away packaging – NO NUTS, NO FIZZY DRINKS and NO LUNCH BOXES please. A labelled plastic bag is enough to store their packed lunch. Our first meal provided by PGL will be our evening meal on day 1.
- Your children will be taking part in many exciting, adventurous activities! Old clothes are the most suitable for this trip. Please see the kit list for more details.



Windsor Park CE Middle School

Springfield Road, Uttoxeter, Staffordshire, ST14 7JX

Headteacher: Mrs L Wilbraham-Jones, NPQH

Telephone: 01889 563365

E-mail: office@windsorpark.staffs.sch.uk

Website: www.windsorpark.staffs.sch.uk

- As this is such an exciting trip, please leave those devices at home! No phones, smart watches, devices or valuables please. We will be too busy having fun!

This trip will be a memory-making one and our first one to this site. The staff are excited; we hope that you are too! Please take some time to read the kit list carefully. Any further queries can be directed to me through school reception.

Kind regards,

M.Joyce

Kit list:

Their main bag should be a soft one (not a hard suitcase) and not be too large or heavy. They will be responsible for carrying their belongings (not the staff). **Everything should be named. Everything please!**

On the day of departure, students should arrive to school at the normal time. As we will be doing activities during the afternoon of our first day, children should arrive dressed in their activity clothes and activity (old) trainers. This will also mean that they can wear some of their activity clothing to travel in (leaving more space in their bag).

Due to intolerances, allergies and the safety of all of our children, we hope you understand why it is necessary for the following to be followed:

| | | |
|---|---|--|
| A sleeping bag and pillow (essential) <u>Bedding is not provided</u> A smaller fold up drawstring bag will be needed for day activities. This should be lightweight (to carry dry trainers/bottle/old towel during day activities). | Waterproof jacket (essential) Thin pair of waterproof trousers (if possible) T shirt x 2 Long sleeved T shirt/top Fleece or jumper Old trousers/leggings (but not jeans as they get heavy when wet) 1 pair of knee length activity shorts that cover the thighs. | Underwear and socks Suitable nightwear (pyjamas) 2 x towels (one for washing and an old one for activities) Swimming shorts or swimming costume NO BIKINS |
| 1 pair of old trainers (to get wet) 1 pair of old trainers (to keep dry) for activities 1 pair of shoes/trainers for evening entertainment | Wash bag: soap, shampoo, toothpaste, toothbrush, roll on deodorant, hairbrush (hair ties for long hair) Aerosols are not permitted | Reusable (named) drinks bottle <u>Labelled bin liner</u> to put dirty and wet clothes in. A simple, small torch (with working batteries) |
| One labelled packed lunch in a plastic bag for their first meal (on the Monday). NO NUTS All other meals will be catered for. This packed lunch should be in fully disposable packaging. Please do not send bulky lunchboxes. All packaging can then be thrown away. | 1 or 2 sets of evening wear (for dry and evening activities) <u>Labelled sunscreen (essential)</u> as we are spending most of the day outside. Cap/hat in case of hot weather | Optional pocket money in wallet or purse (limited to £10-£20). This MUST be named. Children will be responsible for their own money. *The school and PGL take no responsibility for the loss or theft of valuables on this trip. |
| PGL states no jewellery/valuables should be brought on site. All jewellery (including earrings) must be removed and kept at home. *The school and PGL take no responsibility for the loss or theft of valuables on this trip.  | Students <u>are not to bring extra snacks and sweets for their whole stay.</u> The catering team will provide sufficient food. NO NUTS NO FIZZY CANS/POP  | NO MOBILE PHONES, SMART WATCHES OR DEVICES WILL BE ALLOWED ON THE TRIP. Do not bring aerosols (roll ons are advised)  |