



Stamford Green

Primary School and Nursery



14 May 2025

Dear Families,

Y6 PGL Windmill Hill Residential – Monday 16 June to Friday 20 June 2025

We are really looking forward to our residential trip to Windmill Hill next half term. Please find below some useful information, which is relevant to the trip. Accompanying the children on the trip will be Mr Loughlin, Ms James, Mrs Bowe, Miss Swann, Mrs James, Miss Jenkins and Mr Lee. We will have the school's duty phone with us (07874 046602) and this should only be used if there is an exceptional emergency.

Medical information

Please can you complete the medical requirement Google Form for children attending. This will ensure that all aspects of care for your child have been covered and will be clear for staff when preparing for the residential. There is also a section to complete to let staff know if we have permission to administer Calpol and/or Piriton should it be required and we will always let you know if it has been given to them.

We already hold information about pupils' dietary requirements, including food allergies so there is no need for you to tell us this again. If you would like to update any information we hold, please contact Mrs Ravago in the school office via parents@stamford-green.surrey.sch.uk

We would be grateful if you could complete the [Google Form](#) no later than 9.00am on **Wednesday 21 May 2025**. It is essential that we have this information to share with staff attending the residential and members of the Windmill Hill team. Please be assured that this information will remain confidential.

On the day of departure, all medicines should be clearly named and labelled and handed to Miss Swann, at the East Gate, who will be overseeing the administration of medicines during the week.

All food allergies will be monitored in the dining hall by school staff. However, PGL has an information board in the area where children are served their food which notifies the children of what there is to eat re allergens. The food is excellent and the children will have the opportunity for a hot cooked breakfast each morning. Lunch and evening meals are also a cooked meal and the children are given the opportunity to visit the salad bar in addition.



Travel arrangements

We will be leaving school on Monday 16 June. On Friday 20 June, we will leave Windmill Hill at 2.00pm and so should arrive back at school at the East Gate at approximately 4.00pm. We will update our arrival time on the school's Instagram account, so please follow us (stamford.green).

On arrival back at school, the staff will help to unload everyone's luggage from the coaches before the children are formally dismissed by their class teacher. Your patience and help with unloading the luggage will be much appreciated.

Accommodation

The children will be sleeping in cabins which have dormitories of 4 - 6 children. Each room has its own toilet and shower facilities. Children will be responsible for keeping their dorms organised and tidy and we will carry out dorm checks to make sure it happens! Staff cabins are spread out amongst the children's rooms and so if the children need help in the night they can easily speak to a member of staff. The children's cabins are not locked at any point.



Staff will group the children, after they have listed five friends from the year group who they would like to share a dormitory with. We will guarantee at least one of those friends will be placed with your child. There will be separate groups of between 8 -12 children for daytime activities. This ensures that they are with a variety of children throughout the week. The groups will be shared with the children on the morning of the trip.

Security

The site at Windmill Hill is in a gated/fenced area. As part of PGL's security protocols, all visitors must sign in and wear lanyards and all staff wear uniform so that they are easily recognisable. There are CCTV cameras outside the cabins and PGL staff are on call 24 hours a day. At night, PGL security staff patrol the grounds.

Snacks and Money

Please provide your child with one pack of sweets or chocolate that are handed in to the staff on the morning of the residential. These sweets/chocolate will be pooled together and handed out throughout the trip by the staff, usually between the sessions each day. You will not need to provide your child with any other snacks. There will be the opportunity to visit the gift shop onsite. If you wish to, children can bring £7.50 to spend in the shop. This should be handed in to Miss Jenkins on the morning of departure in a named envelope and will be handed back to the children when it is our allocated slot to visit the shop. The children will visit the shop once and will be responsible for any change.

Digital devices/trackers

Please note that children are not permitted to bring any electronic gadgets on the trip. This includes mobile phones, trackers, tablets or smart watches. We would appreciate your support in enforcing this. Any devices that are brought on to the trip will be confiscated, turned off or disabled and handed back to adults when we arrive back at school.

Behaviour expectations

We know that the children will have a great time at Windmill Hill. However, in advance of the trip, we will be reminding the children of our school rules: Be Ready, respectful and safe. In addition, we will be reminding the children that they should respect each other's dormitories by knocking and waiting to be invited in and respecting other people's beds and space.

If we feel that the children are repeatedly not following the school's behaviour code and/or our PGL rules, we will be putting in the following sanctions:

- A time out to reflect which will result in the child missing ½ of the next activity.
- A severe breach of the school's behaviour code will result in parents/carers being called to collect their child for the remainder of the trip and this will be a suspension from school.

Kit/Packing list

Please also find below the kit/packing list, which we hope you will find useful. On the day of departure, they should not wear school uniform. Please note that the children will need two pairs of trainers. One pair should be old as we will be doing a water activity. They will also need old clothes for this activity too, that the children do not mind getting wet. Children will also need to bring two water bottles with them, as one usually gets lost

throughout the week! It is likely that one of our evening activities will be a disco and so the children may bring their disco clothes!

Lunch on the day of departure

The children will need to have a packed lunch and water bottle for the day of departure. This should be brought in a carrier/plastic bag that can be disposed of after they have eaten. Alternatively, you can book a packed lunch from the school caterers Accent, for the day of departure. If your child would like a school packed lunch, please make sure you book this by **Friday 6 June** at the latest.

We will take one photograph each day to share on the school's Instagram account for those children that have permission to be on social media. You can update permissions on the photo, film and video consent form via the school [website](#).

We are all looking forward to our trip away and if you would like to discuss anything confidentially, please do not hesitate to contact your child's teacher.

Kind regards,

Mrs Bowe
Y6 Trip Leader
parents@stamford-green.surrey.sch.uk

Kit/Packing List

We have included a summary of the kit that the children will need to bring with them below.

Please pack plenty of warm clothing in case of wet/cold weather despite it being June! All activities will continue, if possible, even in wet conditions.

Clothing should be old and suitable for outdoor activities.

All clothing should be clearly labelled with your child's name on:

- Sleeping bag and pillow – it might also be worth bringing a sheet in case the weather is warm and the dormitories are hot at night
- Nightwear
- Underwear
- Socks, no ankle socks
- 2 or more fleeces/sweatshirts
- 4 t-shirts
- 1 long sleeved t-shirt
- 4 pairs of old trousers
- 2 pairs of shorts
- 2 pairs of trainers (1 old as they will get wet or they could be waterproof shoes – not wellies)
- Waterproof jacket
- Hat/cap
- 1 set of disco clothes
- Wash bag (soap, toothbrush etc.)
- 2 large towels
- Sun cream
- Labelled plastic bags/bin liners
- The children may also bring a maximum of £7.50 to purchase gifts from the gift shop.
- 2 named water bottles
- 1 packet of sweets/chocolate

Everything should be packed into a bin liner within a hold all/suitcase, in case bags are caught outside in the rain.

If your child helps you to pack they will be able to find everything when they arrive.

Hopefully, bedding will also fit in the hold all/suitcase but if it doesn't fit then it needs to be in a durable waterproof bag.