



# PGL Meeting

# Staff Members

Miss Comley	(Year 5 teacher and PGL lead)
Mrs Corby	(Pupil and Family Support)
Mr Raymond	(Year 6 teacher)
Mrs Freese	(Year 6 teacher)
Mrs ElMaghraby	(Year 6 teacher)
Mrs Wright	(Year 6 LSA)
Miss Goldsmith	(Year 4 teacher)
Mrs Foakes	(Lunchtime first aider)
Mrs Prothero	(Year 5 LSA)
Miss Kirby	(Assistant Head and Year 6 teacher)
Mr Kyriacou	(Head Teacher)

# Friday (6<sup>th</sup>) Morning Routine

- Arrive at school from 9:30-9:45am.
- Children will be registered in their classes.
- All Year 6 parents and children are to enter the school site via the gate from the car park leading to the Small Hall.
- All luggage is to be left in class groups, which will be clearly marked, in a car parking space in the visitors car park. This does mean that the visitor car park will be closed on 6<sup>th</sup> June.
- Children will drop off their luggage first, then go straight to class.
- Children in Classes 24 and 25 will go straight to class.
- Children in Classes 22 and 23 will go to class through the Small Hall.
- Follow the pathway round to the Office to keep to the one way system.
- If medication needs to be handed in, make your way towards Classes 24 and 25. That is where the medical station will be.
- If not, turn right out of the gate and make your way down to exit the school site.

# Friday (6<sup>th</sup>) Morning Routine

Children must have the following items before they enter their class:

- packed lunch in a disposable bag
- water bottle
- waterproof coat
- asthma pumps and or EpiPen
- travel sickness tablet if needed

It is recommended that all items are clearly labelled.

# Friday (6<sup>th</sup>) Morning Routine

## Medical information:

- Any medical items need to be handed into a member of staff who will be situated in between Classes 24 and 25.
- You will need to complete a medical instructions form for each item.
- All items must be clearly labelled with the child's name.



# Friday (6th) Morning Routine

Points to remember:

- Please make sure the children are aware of what items are in their case.
- Please ensure that cases are not too big and that your child can carry or pull it successfully.
- No electronic devices are permitted on the trip. This includes mobiles, iPads, smart watches or cameras. Disposable cameras are recommended. Members of staff will have hairdryers.
- Please ensure your child has a named sleeping bag and pillow, which is left with the case on arrival.
- Please pack three black sacks with names attached. These will be used for dirty clothes, their pillow and sleeping bag on the return journey home.
- Coaches are due to leave the school site at approximately 10:30am.

# Safety Measures

Meal times:

- Children will be asked to wash or hand gel their hands at each sitting.
- There will be designated time slots for each school.
- There will be a clear entrance and exit route, in all buildings, to avoid being grouped with other school children.

# Money for PGL

- The children are allowed to visit the PGL shop three times during the duration of the trip.
- Each child is allowed a maximum amount of fifteen pounds, which is to be split over the three days.
- We recommend five pounds to be placed in three separate named envelopes.
- These envelopes are to be handed into the main school office from Tuesday 3rd June to Thursday 5<sup>th</sup> June.



# WEDUC

- All children will be included within the WEDUC photographs. Should you not wish your child to be included, the refusal box on the emergency contact form should have been ticked.
- Group photographs will be uploaded each day.
- Parents will be able to view any other photographs on our return.

# Returning on Monday 9th June

- The coaches are due to arrive back to school at 4:00ish (traffic permitting).
- Travel updates will be provided via WEDUC, should there be heavy traffic on our return journey.
- Please ensure that the road outside of the school is clear of cars. This will enable the coaches to turn into Bark Burr Road and the children can exit the coaches onto the pavement safely.

# PGL Hoodie



# Any questions?

The slides from this meeting will be available on the school website, should this information be required at a later date.