



1<sup>st</sup> May 2026

Dear Parent/Carer

### **Year Three - Burwell Residential Trip Final Information**

With preparations almost complete, we are now able to confirm full details ahead of the trip:

#### **DEPARTURE TIMES FROM SCHOOL**

Coach will depart school at 9:30am (children to be in school at normal time)

Your child must be in school at the normal school time and should **wear a Crosshall jumper/cardigan for the journey**. They should go to the Year Three unit (via the playground) with their luggage. Medicines and pocket money should be handed in, and any other administrative matters will be dealt with before we leave. We would be grateful if you could say your goodbyes and leave your child with the staff after handing in medicines, named wallet/purse, etc. If you wish to wave goodbye from the car park, we expect to leave school by 9:30am.

Should your child be unable to go on this trip due to illness, please contact the school prior to 9:00am on the day of departure.

#### **MEDICINES**

Any medicines and asthma inhalers must be clearly named and labelled with the correct dosage and handed to a member of staff on the morning of departure. **A medication form must have already been submitted as, except in exceptional circumstances, we are not able to plan for additional medical needs on the day of departure.**

#### **CLOTHING**

We begin activities very quickly after arrival and, as most of the activities will take place outdoors, children will need to bring a rucksack containing:

- a waterproof coat
- sun hat
- sun protection cream
- a named water bottle
- clean indoor shoes/trainers. Your child must not wear large, fluffy slippers as there will be a fire drill on arrival when the children will vacate the premises via the fire escape. It will be helpful if the indoor shoes could be packed in your child's rucksack rather than their suitcase for easy access on arrival at Burwell.

Please provide your child with strong, comfortable walking shoes/boots/wellies – please do not send boots or shoes with a high heel or open toes as these are not suitable for the type of activities we will be doing.

We would like to emphasise that children do not need good, expensive clothing. Children will be outdoors for a large part of each day. Please send enough long trousers, jumpers and T-shirts to allow for at least three changes of clothing. We have already explained to the children that they should be careful not to pack too many things, as they must carry their own luggage from the coach to their rooms. All clothing must be clearly named. **Please include a labelled plastic bag for any muddy/wet clothes.**

Children will have some free time in their bedrooms and may wish to bring a small card game or board game with them (no batteries). They may also bring a reading book and soft toy if they so wish.

**We suggest the following items:**

T-shirts	Bath and Hand Towels
Trousers/ Jeans	Washing Kit, Toothbrush, Toothpaste
Jogging Bottoms	Brush/ Comb
Shorts	Outdoor Shoes/ Trainers or Walking Boots x2
Sweaters	Wellies – it could be muddy
Vests	Crosshall Jumper – to be worn, not packed
Pants	Bag for Dirty Clothes
Socks	
Nightwear	
Dressing Gown (optional)	
Soft Toy (optional)	

**Items NOT permitted:**

- No cameras, radios, computer games, torches, mobile phones, or any other electrical equipment
- No jewellery – only stud earrings are allowed to be worn if child has pierced ears
- No bedding is required
- No aerosols
- No sweets or personal food supplies

**CONTACT**

The children will not be able to make or receive telephone calls. We have your contact details with us should we need to get in touch with you. We will update you via Facebook: [facebook.com/CrosshallJuniorSchool](https://www.facebook.com/CrosshallJuniorSchool)

**POCKET MONEY**

This should not exceed £8 (in loose coins) for souvenirs and be contained in a named wallet/purse. Any excess money will be returned. The wallet/purse must be handed to a member of staff on the morning of the trip.

**EMERGENCY CONTACT TELEPHONE NUMBER**

In the event of an emergency, please contact the School Office 01480 475972 during school hours. However, in the event of an emergency arising out of school hours, it is possible to contact a member of staff at Burwell House on 01223 729000.

**RETURN TRAVEL ARRANGEMENTS**

The expected time of arrival at Crosshall Junior School is approximately 3:00pm.

We will contact the school in the event of any significant delay. To ensure that all children return home safely with the adult who is collecting them, **please meet your child in the Year Three playground. Children will not be allowed to go home directly from the coach.**

I hope you have all the information that you need. Please feel free to ask your child's teacher if you have any queries. We are all looking forward to our special trip!

Yours sincerely,

**Miss Cara Howell**  
**Head of Lower School**