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24<sup>th</sup> June 2026

Dear Parents/carers,

### **Final Information for the Residential trip to PGL: Windmill Hill, East Sussex 8-10<sup>th</sup> July 2026**

With this letter I am sending out The Code of Conduct for PGL and Shoreham Village School Code of conduct (which is linked with the centre Code of Conduct, but must be signed by the child before going on the trip.) and a parent consent form (which is handed to PGL). I am also handing out the 'Who I would like to share with'. Please could I ask that they are completed and handed in by **Monday 29<sup>th</sup> June 2026. (If this is not handed in by this date, unfortunately, I cannot guarantee that your child will share a cabin with at least one of their chosen friends)**

If you have any questions, please come and see me, however small you think that they might be.

#### **Windmill Hill**

PGL give us an indication of the accommodation and activities prior to arrival, but these are not guaranteed until we are actually there, so the children will find out their cabin groups and day time groups upon arrival. I am attaching an outline of the three days for a guide. The children will be under the direction of qualified instructors during every activity and will be accompanied and supervised throughout our stay by Mrs Sheraton, Mrs Humberstone and Ms Corlett. The activities will encourage the children to think logically, take risks, push their boundaries (within an appropriate context), learn the skills of discovery and investigation, as well as enabling them to co-operate in groups. The chance to work together and the opportunity for residential experience will prove extremely valuable for the children and will be a great deal of fun too.

The children will stay in (en-suite) cabins; the girls and the boys will be in separate rooms which sleep up to groups of 6 children, with adjacent teachers' rooms. When closed, the doors to the cabins cannot be opened from the outside without a key; I will keep spare keys for all cabins. At night a duty manager patrols the site to ensure maximum security.

As previously mentioned, the cabin arrangements will be announced when we arrive. Friendships will be accounted for in the organisation of both sleeping and activity groups.

**Please provide a packed lunch for the journey on the first day, and make sure that your child has a refillable water bottle as they will need this to drink at mealtimes.** All food thereafter will be supplied by experienced on-site Windmill Hill caterers and there will be an extensive range of choices at all meals. The caterers will be aware of all dietary requirements. Please make sure that you are detailed when filling out the medical form (see below).

### **Strictly Not Permitted:**

MOBILE PHONES, Radios, stereos, digital cameras, smart watches & game consoles are not allowed. Nor are hairdryers/ curing tongs/ straighteners because they could cause damage or a fire. Please note these items are not allowed to be taken to activities and the centre accepts no responsibility for loss, breakage or misuse of this equipment so children must **NOT** bring them. Finally, no jewellery to be worn please – you will be asked to take any items of jewellery off, and if lost we accept no responsibility

### **Kit List (also see the attached PGL List)**

*All essential activity and safety equipment is provided. The listed items are essential for your child's visit.*

- **Sleeping Bag and Pillow**
- Washing kit (including soap/ shower gel, shampoo, toothbrush and toothpaste)
- Deodorant (it had been advised by PGL that they bring roll on please)
- Brush / comb / hair ties for long hair
- Pyjamas / Nightwear
- Plenty of underwear/ socks/ pants
- 2 (at least) long-sleeved tops / fleeces / sweatshirts
- T-shirts
- 2-3 pairs (at least) of old tracksuit bottoms/leggings / trousers (jeans become very uncomfortable when wet and are difficult to dry)
- 2-3 pairs of shorts (if weather looks warm!)
- **2 pairs trainers or similar** (1 suitable for wet / muddy activities – water shoes are useful) Open-toe shoes are not permitted for safety reasons. (children without suitable footwear will not be able to take part in the activities).
- Waterproof Jacket (and Trousers - if you have them)
- Swimwear (swimsuit or trunks-NOT BEACH WEAR)
- 2 Towels one for drying after washing and one for using after wet/muddy activities.
- **Sun cream / Sunhat (we hope!)**
- Several plastic carrier bags
- Small torch (if they want)
- Labelled Drink bottle for water (which we will carry around all the time)
- Camera if wished (disposable ones only please)
- Day rucksack

### **Further Information:**

**Luggage:** Please restrict this to one case/bag please.

If your sleeping bag will not fit in your main bag, it should be packed in a separate bag. A small day rucksack for carrying a drink bottle/sun cream.

**Spending Money:** Your child will need no more than £10.00 pocket money. Please make sure that they have a named purse or wallet as they will be responsible for their own money. Any losses incurred by them will not be reimbursed.

**Tuck Shop:** The tuck shop is open every day. We will be notified of our times when we arrive at the centre.

**Bedding: Children require a sleeping bag and pillow.**

**Clothing:** Please ensure all clothes, shoes, bags etc are named (including pants and socks!). Children doing activities require old clothing: long-sleeved tops and long trousers for most activities, even in the summer months. Children will not be permitted to take part in certain activities if they do not have these.

**Other useful items:** Pens & pencils/ notepad.

**Medical Form and Dietary Requirements**

Please complete the full Medical Form and return to the office **by Monday 29<sup>th</sup> June 2026 or hand it to Mrs Sheraton**. The information contained in this form needs to be collated and any relevant details need to be advised to staff at PGL so please keep to this deadline. If your child requires medication please will you provide **clear written instructions** of how and when to administer the medication and put both in a clearly labelled bag. If you feel that it would be helpful to meet with us before hand to discuss the medication process, please feel free to make an appointment.

Mrs Sheraton  
Head of School

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**Years 5 and 6 School Trip 2024 PGL Windmill Hill 8-10<sup>th</sup> July 2026**

***Please detach and return this section to Mrs Sheraton by Monday 29<sup>th</sup> June 2026***

*Name of Child:* ..... *Form:* .....

*In the event of a medical emergency I give permission for my child to receive appropriate medical treatment, including an anaesthetic if necessary.*

*I give permission for staff to administer medication if required including inhalers and EpiPens as provided and labelled by me.*

*Emergency contact number:* .....

*Signature of parent:* ..... *Date:* .....