



# Little Hill Primary School

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Part of the OWLS Academy Trust

Friday 16<sup>th</sup> December 2022

Dear Parent/Carer

## Whole-School Trip 2023 – Extra Information

Thank you so much to all parents/carers who have paid the first instalment towards The Lion King trip – the response has been amazing. So far, we now have over half of children booked on.

If you haven't booked your child onto the trip yet by not paying the first instalment, then don't worry: there is still time! We are going to extend the date that the first payment needs to be made by, to Friday 17<sup>th</sup> February. It really would be amazing if your children were able to join us.

We would also like to take the opportunity to provide you with some more information by answering frequently asked questions.



### How are you travelling to London?

We have hired a fleet of executive coaches from Ausden Clark. Each coach will have toileting facilities.

### Will you be using public transport?

No.

### With it being a later end to the school day, will my child need to come to school the next day?

As we will be returning from London later in the evening, you will have the option of bringing your children to school at a later start time on Thursday 13<sup>th</sup> July.

On Thursday 13<sup>th</sup> July, the school gates will be open at the usual time of 8:40am for the normal school day to begin. However, you will be able to bring your child to school at any time up to 10:30am. If they arrive at the school office at any time between 9am-10:30am, they will still receive their morning attendance mark, and their attendance percentage will not be affected.

### How far are the children going to be walking?

The children will be walking approximately 2 miles in total (the equivalent of us walking to the centre of Wigston and back from the school).

### Why have you chosen this trip?

As a school, every year we are committed to giving the children positive and memorable experiences. We are keen to be able to do this through whole-school events and trips too. Last year, we took the children to a theme park setting, which may happen again in years to come. In the meantime, we will be providing the children with varying experiences.



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## Why have you chosen to go to London?

We are fortunate in the fact that we live in the middle of the country allowing us to access many places easily, including our capital city: London. We would like our children to experience The Lion King production as this year marks the 100-year anniversary of Disney. Also, it would be fantastic for them to be able to see Buckingham Palace with it being King Charles' coronation in the coming months.

## Is there a risk assessment process in place?

Yes. As a school, risk assessments are written all of the time and are common practice. For a trip, here is the process:

- 1) A pre-risk assessment visit is completed to the venue.
- 2) Risk assessment written by member(s) of staff.
- 3) Risk assessment is submitted to EVC (Educational Visits Co-ordinator). This is a trained position. The EVC has oversight of all learning outside the classroom opportunities and supports teachers and staff in appropriate planning and management of trips and visits. At Little Hill, the EVC is Mr Williams. Once the EVC is satisfied in the suitability of the risk assessment, they submit this to the Headteacher as well as placing it on an online system that Leicestershire County Council can access.
- 4) The Headteacher reads and checks the suitability of the risk assessment.

## London is a busy place, how are you going to keep the children safe?

We have put many measures in place to ensure the safety of all of the children and adults attending the trip, including:

- A pre-risk assessment visit to London was completed in December. Mrs Pankhania, Mr Williams and Mrs Gavagan, spent a day walking the routes to the theatre ensuring the most suitable one was found. Conversations took place with the theatre, Disney and the coach company allowing us to secure the best possible price and safety measures. A pre-visit will also be taking place to London, 2-days before the day of our trip, to walk the route again and meet with the theatre staff.
- The day has been meticulously planned and this will be communicated thoroughly to all adults attending the trip.
- Like on all trips, all children will be wearing a Little Hill wrist band detailing the school's name, office telephone number and trip mobile phone number (which a member of the Senior Leadership Team will have on them).
- All children and adults attending will be wearing a high-vis jacket.
- Children in Years EYFS, 1 and 2, will hold onto a 'Ring Walking Rope' as they are walking.
- All children will remain together and will be supervised by named adults.
- Like on all trips, traffic light crossings and pedestrian crossings are used to cross roads.

## What route will you be taking?

Coaches will drop us off at Embankment. We will walk South, along the River Thames to Westminster Bridge. We will then walk West along Great George Street and Birdcage Walk. This will take us along one edge of St. James' Park to the front of Buckingham Palace. From Buckingham Palace, we will then walk North East, through St. James' Park. After exiting St. James' Park, we will continue to walk North East along the remainder of The Mall and then Strand until we reach The Lyceum Theatre.

## Who will be going on the trip?

The whole school is invited to go on this trip. It has been designed to cater for our children ranging from EYFS to Year 6. The vast majority of our staff will be attending and it may be the case that some volunteers are needed as well.

## What will the adult to child ratio be?

This is dependent on the ages and needs of our children. Each group will receive a named adult. For example: for children in EYFS, their group sizes will range from 2 to 5 children per group. For children in Year 6, their group sizes will range from 5 to 8 children per group. Some children will be with a named adult on a 1:1 basis.

## Will volunteers be needed for the trip?

It is likely that some volunteers will be needed for this whole-school trip. However, this cannot be finalised until we know the final numbers. Once this has been finalised, we will communicate this with you. All school volunteers have to have a DBS check, have proof of their 'right to work' in the UK and have two references. Please do not volunteer until you receive further communication.

## Can we have a more detailed itinerary for the trip?

- Gates open for children at 7:30am
- Children register with their teachers
- Coaches arrive at Little Hill
- Coaches leave Little Hill
- Coaches drop us off at Embankment by 12noon.
- Walk to the theatre via Westminster and Buckingham Palace
- Watch The Lion King
- Picked up from The Lyceum Theatre at 6pm
- Return to Little Hill for approximately 9pm.

## Will there be opportunities for children to use the toilet?

Yes. Toilets are available on the coaches and at the theatre. But we have also found suitable places along our route should children need to go.

## My child will need to take medication, is this something you'll be able to accommodate?


Yes. We can administer medication during the trip. If specialist training is required, then this will need to be arranged prior to the trip. If you have any queries regarding medication, then please speak to our medical lead, Miss Worthington.

## The deadline for the first payment has passed, is it too late for my child to be able to go?

No – it is not too late. The first payment date deadline has been extended to Friday 17th February, 2023.

## What are the original details of the trip?

|                               |   |
|-------------------------------|---|
| <b>Date</b>                   | Wednesday 12 <sup>th</sup> July, 2023   |
| <b>Time</b>                   | Depart school <b>8.00am</b> (children need to arrive at school between 7:30-7:45am);<br>Return to school approx. <b>9pm</b> (subject to traffic) – updates will be given via Class Dojo.  |
| <b>Cost</b>                   | A voluntary contribution of <b>£48.10</b> is requested to cover entry fees and travel costs (£24.05 for Pupil Premium children).<br><br>The payments have been split into 3. The first will show as 'deposit' and the other payments will show as 'instalments'.  |
| <b>Packed Lunch Required?</b> | Children will need to take 2 packed lunches. They will eat the first packed lunch on the coach as we arrive and the second, on the coach as we get picked up from the theatre. As the coaches will be ours for the day, children will not need to carry food or bags around with them.<br><br>As we arrive at the theatre, we will also provide the children with a biscuit snack. During the interval, children will receive a bottle of water, an ice-cream and a child's programme (all included in the total price).<br><br>For children in EYFS, Years 1 and 2 (and all children who are entitled to Free School Meals), please indicate if you would like us to provide free packed lunches. <b>If you do order these, you will still need to provide drinks (no fizzy drinks or glass bottles please).</b> |
| <b>Clothing</b>               | Children should wear full school uniform, with appropriate footwear and outdoor clothing (please keep an eye on the weather forecast e.g. whether a coat and extra water bottle is necessary etc.).   |

|                      |   |   |
|----------------------|---|---|
| <b>Pocket Money?</b> | No  |   |
| <b>Location</b>      |  | <p>After being dropped off and before walking to the Lyceum Theatre, we will be taking a look at some of London's famous sights (e.g. Big Ben and Buckingham Palace).</p> <p>As a Senior Leadership Team, we have completed a preliminary risk assessment visit to the theatre and navigated the necessary routes that the children will walk on the day.</p> |

## How can I pay for the trip?

No child will be excluded from the trip if their parent is unwilling or unable to pay. However, the trip may be cancelled should we receive insufficient contributions from parents. Payment may be made by:

- Online via the MCAS (My Child At School) app using a credit or debit card. (please see overleaf for instructions if you are not familiar with this option);
- Cash; or
- Cheque (payable to Little Hill Primary School)

Consent may be given online (via the online payment system) or by completing the slip below **Friday 17<sup>th</sup> February, 2023**. If paying by cash / cheque please send your payment in an envelope clearly marked with your child's name and 'Lion King'.

## What will happen if my child does not go on the trip?

If your child does not attend the trip, then they must attend school. Children will be taught by members of staff in mixed aged classes for the day.

This is going to be such a memorable experience for the children. If you have any further queries, please don't hesitate to contact any of us.

Yours sincerely

The Senior Leadership Team



Mrs V Pankhania  
Headteacher



Mr S Williams  
Deputy Headteacher  
Educational Visits Coordinator



Mrs F Gavagan  
Assistant Headteacher

### Whole-School visit 2023 - Reply Slip

|                                   |  |
|-----------------------------------|--|
| <b>Child 1</b>                    | Child's Name: ..... Class: .....<br><input type="checkbox"/> I give permission for my child to take part in the whole-school trip on Wednesday 12 <sup>th</sup> July 2023 and enclose a payment of £48.10 (£24.05 for pupil premium children).<br><input type="checkbox"/> My child is in EYFS, Year 1, Year 2 or is entitled to free school meals and will require a free packed lunch provided by the school.<br><input type="checkbox"/> Signed: ..... Parent/Carer |
| <b>Child 2</b><br>(if applicable) | Child's Name: ..... Class: .....<br><input type="checkbox"/> I give permission for my child to take part in the whole-school trip on Wednesday 12 <sup>th</sup> July 2023 and enclose a payment of £48.10 (£24.05 for pupil premium children).<br><input type="checkbox"/> My child is in EYFS, Year 1, Year 2 or is entitled to free school meals and will require a free packed lunch provided by the school.<br><input type="checkbox"/> Signed: ..... Parent/Carer |
| <b>Child 3</b><br>(if applicable) | Child's Name: ..... Class: .....<br><input type="checkbox"/> I give permission for my child to take part in the whole-school trip on Wednesday 12 <sup>th</sup> July 2023 and enclose a payment of £48.10 (£24.05 for pupil premium children).<br><input type="checkbox"/> My child is in EYFS, Year 1, Year 2 or is entitled to free school meals and will require a free packed lunch provided by the school.<br><input type="checkbox"/> Signed: ..... Parent/Carer |
| <b>Child 4</b><br>(if applicable) | Child's Name: ..... Class: .....<br><input type="checkbox"/> I give permission for my child to take part in the whole-school trip on Wednesday 12 <sup>th</sup> July 2023 and enclose a payment of £48.10 (£24.05 for pupil premium children).<br><input type="checkbox"/> My child is in EYFS, Year 1, Year 2 or is entitled to free school meals and will require a free packed lunch provided by the school.<br><input type="checkbox"/> Signed: ..... Parent/Carer |

**Please return by Friday 17<sup>th</sup> February 2023 - Thank you.**

#### Instructions to pay online

Online payments can now be made through the new parent portal MCAS (My Child At School) app.  
**We are no longer using the School Gateway app for online payments.**

MCAS is available via Web Browser ([www.mychildatschool.com](http://www.mychildatschool.com)) and App (search for MyChildAtSchool in your usual app store – the App developer is Bromcom).

**You can access the Whole School Trip payment, in the Trip section of the MCAS app.**

Provided we have an email address for you on our system **and** you are a first or second priority contact with parental responsibility for a child at the school, you should have received an invitation code so that you can activate your account. If you have not received an invitation code please contact the school office and we can set this up for you.