

All Saints' C of E (VC) Primary School

Highlands Drive - Maldon - Essex - CM9 6HY

Headteacher - Mr P.J.Brown B.Ed Hons (NPQH)

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20th May 2025

IMPORTANT INFORMATION FOR HILLTOP 2025

Procedure on departure day - Monday 9th June 2025:

- **Arrival:**

Please arrive at All Saints' School between **7.30am and 7.45am** no earlier please, only the children should then go through to the school hall.

- **Bags and luggage:**

Ensure all bags are clearly labelled with your child's name!

Weather permitting please leave all luggage except a day bag, which children should keep with them, outside on the grass in front of the school (do not block the double doors at the main front entrance). Note: This helps with a timely departure as items will be ready to be quickly loaded onto the coach.

Day bags must contain a packed lunch (in disposable packaging please) and a filled named water bottle (no cans or fizzy drinks please).

- **Medication:**

Please ensure any travel sickness medication has already been administered at home.

Hand over any medicine (including travel sickness tablets for the return trip) to the adult waiting in the school foyer. Please do not leave any medication in children's bags (this includes over the counter pain relief or antihistamine for hayfever).

IMPORTANT NOTE: All medicine must be clearly labelled with the child's full name and dosage. This will all be written down in a book by the supporting adult.

- **Departure:**

May we kindly ask that pupils say goodbye to parents and carers at the main front entrance before entering the school hall with their day bags. Parents and carers may then remain outside the school entrance to wave them off.

- **Time:**

We will depart promptly at 8.00am once all the children have been accounted for and registered and have had a final chance to use the toilet!

Sending communications to your child whilst they are away:

Whilst one of the main purposes of this trip is to help the children become more independent and build up their resilience, a few words from home are always a welcome treat. You can do this in one of two ways:

- **Posted Letters:**

Hilltop welcomes letters from parents. Please ensure that envelopes are clearly addressed and include "All Saints' C of E Primary School Maldon", the child's name and dates they are visiting - this assists with the distribution of the mail. The postal address for Hilltop is:

Hilltop Outdoor Centre, Old Wood, Sheringham, Norfolk NR26 8TS

- **HILLTOP E-TELEGRAM** this is the easiest and quickest way to let your child know you are thinking of them. Visit: www.hilltopoutdoorcentre.co.uk/e-telegram and use passcode: ht95432b

Procedure for Return Home: Friday 13th June 2024:

Departure:

We will leave Hilltop on **Friday at 1:30pm**. This means that with good traffic, we hope to arrive back at All Saints' School between 4pm and 5pm. We will continue to send updates during the journey using the school's community Facebook page where we plan to provide an approximate ETA. However, if you or someone you know does not have a Facebook Account please do ask other parents of children on the trip for updates. We will also keep the school office up-to-date with any hold-ups so you are welcome to call the school on the main number.

Kind regards

Mr Cairey

Mr Cairey
On behalf of Year 5/6