



# Great Marlow School

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## EXECUTIVE HEADTEACHER

Mr K Ford

## HEAD OF SCHOOL

Mr G Pendlebury

31<sup>st</sup> March 2025

Dear Parent/Carer

I am writing to you to confirm the arrangements for the Geography /History trip to Windsor on Thursday 3<sup>rd</sup> April.

**Departure:** Students should arrive at school as normal at 8.30am and go to their form classroom to be registered. Students will then be escorted to the coaches at the Redgrave Centre to depart school at 9am. On arrival in Windsor, students will either do Geography fieldwork in the morning, or visit Windsor Castle and then vice versa in the afternoon.

**Return:** Students will return to the coaches in Windsor around 3pm and we hope to back at school for 4pm. Depending on traffic, we may arrive slightly earlier. Students will be allowed to use their mobiles to let you know our ETA.

**What to wear:** Students may wear their own clothes on the trip. They will need to ensure it is appropriate for the weather on the day and be wearing comfortable shoes as we will be doing a lot of walking. Students will be responsible for carrying their own waterproofs/coats/rucksacks. Please check the weather forecast and ensure that your child has suncream on if appropriate.

**Mobiles:** Students will be allowed to bring mobile phones on the trip; however, they are only to be used on the day under the direction of the Geography department. Students will be allowed to contact you on the way home to let you know our ETA.

**Food:** Students should bring a packed lunch and enough drink to last them the whole day. **If your child receives free school meals, a packed lunch will be provided upon request.** Students will carry their food and drink with them. We will NOT be able to visit any shops to purchase extra food or drink and students will not be able to leave items in the coaches.

**School equipment:** Students DO NOT need to bring History/Geography exercise books or planners, but all students will need a PEN (and a spare) to complete work booklets in History and Geography sessions.

**Rucksacks:** Students will need to look after their belongings and take care of personal items such as mobile phones. Windsor is always very busy with lots of visitors, and we will not be able to re-trace our steps if items are left behind.

**Security:** Students will have their bags scanned for security before entrance into Windsor Castle. Students should keep items to a minimum to help speed up this process. They need their lunch, a drink, a pen and a mobile in their bag.

**Emergencies:** We will provide an emergency telephone number on the day should students need to contact staff. Please ensure your child's mobile phone is fully charged, with credit.

**Behaviour.** As always, the highest standards of conduct are expected from the students as they will be representing the school at all times. In the unlikely event that our expectations are not met, sanctions will follow.

If you should have any further questions, please do not hesitate to contact me.

Yours faithfully

**Mrs Griffith**  
**History Department**