

April 2026

Dear Parents/Carers,

I am writing to you to confirm the final details of the **Hampton Court Palace trip on Friday 24<sup>th</sup> April**. We will be boarding the coach outside the school at **8am**.

Students will need to bring a packed lunch and plenty of water on the day and they may wish to bring a small amount of money for the gift shop. If your child is entitled to FSM and will require a packed lunch to be supplied by the school, please indicate this on the form below. Students will need to wear their PE Kit and weather appropriate clothing and footwear as well as sunscreen. We expect to return to school at approximately 4.30pm. Please advise how your child will return home on our return to school from this trip using the Google form below.

[Hampton Court Palace Google Form](#)

If your child suffers with travel sickness that requires medication not currently held in school, they will need to take the medicine before they travel in the morning and you will need to provide the medication in a named box, to be administered by a member of staff, before we travel back. If any medication is required, we need a completed medical consent form to match your child's medication. Please find the link here [Medicine - Parent Consent Form](#). Students with asthma need to carry their own inhalers with them. Students who require auto injector pens need to also carry their own.

You are welcome to email me with any questions but please do note, my working days are Monday, Tuesday and Friday.

Yours faithfully,

L Hughes  
Co- Head of History

Headteacher: Mrs E. May, Willingdon Community School, Broad Road, Lower Willingdon, Eastbourne, East Sussex, BN20 9QX  
T: 01323 485254 E: [office@willingdonschool.org.uk](mailto:office@willingdonschool.org.uk) W: [willingdonschool.org.uk](http://willingdonschool.org.uk)

