



Sutton Coldfield Grammar School for Girls

Dear Parents and Carers,

We are looking forward to the upcoming Year 12 trip to London and Oxford and are excited to provide students with this valuable academic and enrichment opportunity. As the visit approaches, we would like to take this opportunity to remind you of key expectations and important practical information to ensure the trip runs smoothly and safely for all students. Students will also be briefed on trip expectations, and details of these will be shared with them via their year group Team.

Travel Arrangements and itinerary

Students should arrive at Sutton Girls at 0615 on the 26th February.

Travel itinerary: Day 1

- Travel to West Ruislip Tube (via Oxford services)
- Tube from West Ruislip to Gloucester Road (via Notting Hill Gate)
- South Kensington Museums (Science Museum, Natural History and V&A)
- Move to London Eye, via Tube
- Depart London Eye to walk to Covent Garden.
- Two meal sittings at Frankie and Benny's (Covent Garden) and corresponding free time in Covent Garden.
- 'The Lion King' at the Lyceum Theatre
- Overnight hotel (Premier Inn: High Wycombe)

Travel itinerary: Day 2

- Breakfast at hotel
- Travel to Oxford Locations (Natural History Museum/Pitt Rivers, and St Hugh's College)
- Coaches depart Oxford to return to SCGSG for approximately 1600.

Should there be any delay in transport, we will communicate directly with parents through the school communication systems.

Expectations of Behaviour

This trip is a Sixth Form educational visit and students are expected to demonstrate the high standards of behaviour and maturity that we expect of all students at Sutton Girls. In particular, students should:

- Listen to and follow all instructions from staff promptly and respectfully
- Represent the school positively when travelling and at all venues
- Remain with allocated groups unless given permission to by staff
- Be punctual for all scheduled activities
- Adhere to accommodation rules and curfews
- Respect other guests, members of the public, and hotel staff
- Remain with their allocated teacher and group when moving between venues.

Headteacher: Dr Barbara Minards

Jockey Road, Sutton Coldfield, West Midlands, B37 5PT

tel: 0121 354 1479 | email: enquiry@suttcold.bham.sch.uk | web: www.suttcold.bham.sch.uk

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Failure to meet these expectations may result in parents being contacted and, in serious cases, arrangements being made for students to return home early.

Packing Guidance

Students should pack sensibly and appropriately for a two-day/one-night residential visit in a suitably sized bag as students will be responsible for carrying this. Suggested items include:

- Comfortable clothing and footwear suitable for educational visits and walking
- Weather-appropriate outerwear (coat, umbrella if necessary)
- Nightwear and toiletries
- Spending money (if appropriate)
- Reusable water bottle
- Phone and charger/charging pack

Students should not bring valuable items that are non-essential, as the school cannot accept responsibility for loss or damage.

Medication and Medical Needs

If your child requires medication during the trip, please ensure:

- If your child requires medication, you should already have made us aware of this
- All medication is clearly labelled with the student's name and dosage instructions.
- Students bring sufficient medication for the duration of the trip
- Any necessary medical forms, care plans or updates have been shared with the school prior to departure

Students should always carry essential medication (such as inhalers or EpiPens) with them. If students do not bring this, they will be unable to attend the trip

Students observing Ramadan

We understand that some students may be observing Ramadan during the trip. If they wish, they are welcome to bring appropriate non-perishable food items to support their needs while away. Morning and evening meal arrangements have been considered to accommodate student needs.

Emergency Contact

School staff will be available throughout the visit, and Mr Swanston (Assistant Headteacher, Head of Sixth Form) is the trip leader. In case of emergency, parents will be contacted directly by school staff, and can be contact via the trip phone: 07949731619. This phone number will also be provided to students, and we would encourage them to download the 'Teams' app as an additional channel of communication.

We are confident that this trip will be a valuable and enjoyable experience for our Year 12 students, supporting both their academic development and independence. Thank you for your continued support.

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If you have any questions or concerns, please do not hesitate to contact the Sixth Form team.

Best wishes,

SCGSG Sixth Form Team

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