

05.03.2026

Dear Parent/Carer

We can confirm that your child has secured a place on the Residential Trip to the Horstead Centre next week. Please read the information below regarding arrangements for the two days to ensure that your child is fully prepared, ready to enjoy their residential trip.

Please ensure your child has everything on the kit list, packed and in a suitable sized bag and that they arrive **by 8:30am on Monday 9<sup>th</sup> March 2026.**

On arrival at the Academy, they need to go straight to the library.

Your child will need a packed lunch for this day, including a bottle of water or squash. If your child is entitled free school meals, we will provide a pre-ordered sandwich with a cake/cookie or baguette, but please feel free to pack additional snacks (no nuts).

**Travel to the Horstead Centre:** We will be leaving the Academy at 9am by coach.

On arrival at the Horstead Centre, we will drop bags in the house and go straight out to start our activities, so please ensure your child is dressed ready to get active. Students will then be able to collect their bags at the end of the day's activities to take up to their bedrooms. Attached is a sample itinerary showing potential activities completed over the two days.

At the end of each day, your child may want to shower and then we eat together as a group. Following the evening meal there will be some down time where they can enjoy the onsite games room.

Breakfast the following morning will be provided and during this time your child will make their pack lunch to enjoy later in the day.

**Return travel to City Academy Norwich Tuesday 10<sup>th</sup> March:** Our coach will leave the Horstead Centre at 2.45pm, returning to City Academy by 3.30pm (although we are hoping for closer to 3.15pm).

Your child will be dismissed once we arrive back at the Academy, if you are picking your child up, please arrive promptly to collect.

With the exception of blue inhalers, students are not allowed to carry their own medication, if your child requires medication outside of regular school hours and we are not aware, please ensure

you bring this in on Monday morning, you will be required to sign a document identifying when it is needed, the dose etc. Please bring all medication in a clearly labelled bag (a sandwich bag is fine) to be handed in to Ms Hodge.

If you need to contact the trip in an emergency, please use the following number: 07779424339, alternatively Horstead Centre number is 01603 737215.

Please note: these numbers must only be used in an emergency and, if unanswered, staff will call you back as soon as it is convenient.

Finally, anything that your child brings with them to the residential is their responsibility, please ensure that clothing is clearly labelled.

Students may wish to bring their phones on the trip, but these too remain the responsibility of the students and will be subject to the same rules that we have when in the school building.

Yours sincerely

**Ms Hodge**  
**Alternative Provision Development Lead**  
**Enrichment Champion**



Every child, Same chance

