

Hooke Court 4th – 6th February 2026

Dear Parents/Carers,

We are really looking forward to our upcoming trip to Hooke Court. Please read all of the important information included in this letter, and return the attached medical forms and agreed conduct form by **Friday 16th January**.

Wednesday 4th February

Arrive at school at normal time. Children enter through the main entrance and gather in the hall.

Please provide a packed lunch for your child, with disposable packaging if possible (e.g. **not** thermos flasks which need to be washed). If you have booked a school lunch for this day, a packed lunch will be provided by school.

Please bring any necessary medication for your child. Ensure all medication is in its original packaging and is in a plastic bag clearly labelled with the child's name. There will be a member of staff coordinating medication on the day. Please hand the medication to this member of staff and fill in the relevant form.

Friday 6th February

Collect at normal time from the hall. Please check for lost property.

Emergency contact

Please assume that no news is good news. If we are able to, we will post a daily update on ClassDojo.

In case of emergency only:

- During school hours, contact the school who will contact us.
- Contact Hooke Court on 01308 862260 (office hours only).
- Out of school hours, call 07767 201583 *

* Please note that this number will not be manned during the school day. It is for use outside of school hours, and in case of emergency for the duration of this trip only.

Please find the timetable for our stay to the below, and a kit list overleaf.

A reminder that the first task for children is to make their own beds, so please help them to practise putting on a fitted sheet, duvet cover and pillowcase.

If you have any questions, please do not hesitate to contact your child's class teacher.

Best wishes,

Year 4 Team

Day	Session	Activity
Wednesday	12.00	Arrive Hooke Court
		Own Lunch
	13.30	Team Building
	16.00	Free Time
	Evening	Evening Meal
		Tudor Boat Building
Thursday		Breakfast
	09.30	GP 1 Tudor Cooking, candles games GP 2 Tudor School Room
	12:30	Lunch
	13:30	GP 1 Tudor School Room GP 2 Tudor Cooking, candles games
	16:00	Free Time Tudor Banquet Tudor Drama
Friday		Breakfast
	09.30	GP 1 Tudor Costume GP 2 Tudor Dance GP 1 Tudor Dance GP 2 Tudor Costume
	12.00	Lunch & Depart Hooke Court

Kit List for Hooke Court

Clothing and shoes worn outside during activities will inevitably get dirty – so old clothes are best! We try to help children look after their things, but items regularly get lost or left behind. We therefore strongly recommend that you **label all items of clothing** – and provide your child with a packing list, so that they can check items back into their bag.

Children are required to carry their own case up a flight of stairs, so please ensure it is not too heavy.

Please use the following checklist to help pack bags:

- Toiletries bag containing toothbrush, toothpaste, soap/shower gel, hairbrush etc. – **no aerosols**
- Towel
- Pyjamas (and slippers if you have them)
- Socks and underwear
- T-shirts/tops (at least 1 with long-sleeves)
- Thick sweater/hoodie x 2
- Trousers/ jeans / tracksuit bottoms x 2
- Warm, waterproof coat (and waterproof trousers if you have them but don't buy them especially for the trip)
- 1 pair of outdoor footwear (sturdy shoes/boots or wellingtons)
- 1 pair of indoor footwear (trainers)
- 1 **small**, cuddly toy for bedtime (optional)
- Reading book (optional)
- Torch (if you have one)
- Large plastic bag for dirty clothes
- Gloves, hat, scarf
- Water bottle
- **Packed lunch on day of arrival ***

* Please send food with disposable packaging if possible (e.g. **not** thermos flasks which need to be washed). If you have booked a school lunch for Wednesday 5th February then a packed lunch will be provided by school.

Please **do not send** mobile phones, any electronics, cameras, money, snacks, sweets or anything of value.

Hooke Court cannot be responsible for any loss or damage to personal property.

Year 4 Hooke Court Visit February 2026

Agreed Conduct Form

Remember:

- You have a **RIGHT** to have a fun, safe and fulfilling time.
- You have a **RESPONSIBILITY** to ensure that you and those around you (including adults) have a fun, safe and fulfilling time.

To ensure the safety and enjoyment of all pupils, please read the following with your parents. Both you and your parents should agree to the following guidelines. If there are any points you would like to question before signing, please contact your class teacher.

Students are expected to:

- Listen carefully to all instructions given by supervising adults
- Support and encourage one another at all times
- Respond to all supervising adults in a polite and responsible manner
- Respect one another and treat others as they would hope to be treated
- Participate in all activities, unless there is a medical reason to prevent you from doing so
- Follow Hooke Court's rules as explained on arrival
- Respect Hooke Court's property and equipment
- Look after their own clothes, kit and possessions (including keeping them tidy)

Students will not be allowed to:

- Engage in any form of bullying (verbal, physical or cyber)
- Use any centre equipment or try any centre activity without the supervision of staff

We request that you do NOT bring mobile phones, radios, iPads/iPods, jewellery or any other valuables. Neither Hooke Court nor the school will accept any responsibility for any loss or damage to these items. Neither Hooke Court nor the school will accept any responsibility for any money that the pupils bring with them.

If a child breaks any of the terms of this contract then, depending on the severity of the incident, the following steps will be taken:

- 1) The child will be given a verbal warning and reminded of the terms of the agreed conduct form that they signed
- 2) The child will be removed from an activity/prevented from participating in an activity
- 3) The child will be removed from /prevented from taking part in a day's activities
- 4) **Parents will be contacted immediately to remove their child from the venue they are visiting**

I have read the above guidelines on expected behaviour and the possible consequences of not following them. I agree to uphold those guidelines whilst undertaking activities with Hooke Court.

Signed:.....PUPIL.....Class.....

I have talked to my child about the above conduct form and agree that they should follow all its contents. I am also aware of the consequences should my child breach those guidelines.

Signed:.....PARENT/GUARDIAN