



**School Site:** Chanctonbury Road, Burgess Hill, West Sussex, RH15 9EY  
**College Site:** Birchwood Grove Road, Burgess Hill, West Sussex, RH15 0DP  
**Tel:** 01444 244133 **Email:** office@woodlandsmeed.co.uk  
**Headteacher:** Mr Adam Rowland

19<sup>th</sup> April 2024

Dear Parent/Carer,

**Re: 5CH, 5JJ & 5MH trip to Chichester Harbour Office, Itchenor, Chichester**

On Monday 13<sup>th</sup> May 5CH, 5JJ & 5MH will be going to Chichester Harbour Office, Itchenor, Chichester as part of our topic on Water Everywhere to experience a large body of water and observe wildlife living there.

Pupils will travel by minibus, leaving college at 9:15am and will arrive back to college at 3:15pm in time for normal pick up.

Please make sure your child is wearing weather appropriate clothing such as a waterproof coat with warm layers and a warm hat along with suncream applied due to being out on the water.

Please send your child in with a packed lunch for this trip, with enough water or a non-fizzy drink to last the day and a backpack to carry their lunch. If you have already ordered and paid for a school dinner for this date we will cancel the order and credit your account. If your child is entitled to free school meals the school will provide a packed lunch.

You will see the trip listed on your Scopay homepage under trips and events. Please log on to give consent. This must be completed by **8<sup>th</sup> May 2024**

Yours sincerely,

Jan James  
Class Teacher