



Our Ref: ARN

May 2026

Ingestre Hall Parents/Carers

Dear Parent/Carer

Re: Ingestre Hall Trip Arrangements Letter - W/C Monday 13th July 2026

It is not long until the 2026 trip to Ingestre Hall and I am writing to provide you with some final information regarding the trip. On the Monday 13th July 2026, pupils will need to make their way to the Dance Studio with their luggage at 8.45am. They will not need to go to registration as a register will be taken there. The coach will be leaving at 9.00am.

On Friday 17th July 2026, pupils will be back at school at approximately 11.00am and are able to go straight home. We will get pupils to update you on our arrival time on the journey back to school. Please make sure the necessary arrangements have been made to ensure your child returns safely home from school.

There are some important documents attached to this letter that you need to make sure that you and your son/daughter have read carefully. The documents you need to be aware of are:

- Kit List
- Code of Conduct (**needs to be signed and returned**)
- Dudley Parental Consent & Medical Form (**needs to be completed and returned**).

Please can you ensure the necessary documents are returned as soon as possible (**Friday 12th June 2026 at the very latest**) so that we can send the relevant information to Ingestre Hall.

In terms of mobile phones, pupils will be expected to follow the same expectations as in school where phones are out of sight and not used during the day. They are able to use these after the workshops have finished for the day to contact home. If you need to make contact in an emergency the details of Ingestre Hall are below:

Address: Ingestre Hall Residential Arts Centre, Ingestre, Staffordshire, ST18 0RF

Telephone: 01889 270225

Email: ingestre_hall@sandwell.gov.uk

Website: <https://www.sandwellresidentials.co.uk/our-centres/ingestre-hall-residential-arts-centre/>

Gallery of previous work: <https://www.sandwellresidentials.co.uk/ingestre-hall-picture-gallery/>

In order to capture the pupils in action and to advertise the trip next year to pupils we would like to take photographs and record video of pupils engaging in the activities. You should have already completed a Consent Form VJE at the start of the academic year which gives your consent for photographs and videos to be made for educational purposes whilst at school and I am writing to make you aware that this will be taking place during the trip. If you have any objections can you please state these in writing before we attend the residential.

I would like to thank you for keeping to the payment deadlines. The final payment is due on the 29th May 2026. Please can you ensure that all payments towards the balance have been received otherwise we will be unable to take your child on the residential.

I look forward to another successful trip to Ingestre Hall. If you would like any further information please do not hesitate to contact me via email: arichardson@dormston.dudley.sch.uk

Yours sincerely

Mr Richardson

Mr Richardson

Ingestre Hall Kit List

- Everyday clothing
- Clothing for evening activities and sports
- Toiletries – towel, toothbrush, toothpaste etc
- Nightwear
- Outdoor coat and strong outdoor shoes
- Sun cream, sun hat and waterproof clothing where appropriate
- Soft shoes with grip or trainers for indoor wear
- Water bottle
- Plastic bag for dirty washing
- Any medicines that are to be taken and must be clearly labelled
- No more than £20 spending money in an envelope with the pupil's name on. There is only a small gift shop and a tuck shop to spend money in
- Art - overall or old shirt to cover your clothes or old clothes that can get messy
- Dance/drama – suitable and comfortable activity clothing
- Music only: Ingestre Hall does have keyboards, drum kit, guitar amps and pianos but any other instruments pupils wish to use will need to be brought with them. Tuners, leads, straps, plectrums etc. will be very useful
- Students may bring things like indoor/card games, footballs etc. for leisure time in the evenings
- High value items such as mobile phones will be the responsibility of pupils and need to be kept out of sight during workshops. These can be locked away securely if required but Ingestre Hall and Dormston School accept no responsibility for loss or damage to high value items
- Irons, kettles, extension leads etc. and are not needed or permitted by Ingestre Hall
- Hair straighteners/dryers etc. can be taken but must be used carefully and unplugged when not in use as any damage will be charged to the pupils.
- Please bring in all belongings inside one suitcase or large bag rather than lots of smaller bags.

Please label up all items in case these become misplaced and also label luggage

Dormston Trip to Ingestre Hall - AGREED CODE OF CONDUCT

PLEASE SIGN & RETURN

This visit is a valid educational experience which requires sensible, active participation. To ensure that maximum value is gained, particular requirements for behaviour and application are necessary. The importance of these must be acknowledged and applied by the pupils concerned.

I shall:

- listen carefully to and follow the safety instructions given on the coach and at Ingestre Hall
- follow any specific school or Ingestre Hall rules, regulations or requests to make this visit enjoyable, trouble-free and rewarding
- listen politely and carefully to all Ingestre Hall and Dormston School staff
- be considerate towards all adults and other pupils throughout the visit
- be helpful towards staff and pupils and assist them in any reasonable way
- behave, at all times, in a manner which will not embarrass myself, my teachers, my school or my family
- not leave Ingestre Hall grounds at any time
- only use personal mobile phones and iPod/mp3 players during free time and not during workshops otherwise they will be confiscated
- keep my room in a clean and orderly manner and that any expensive property is locked in your room when you leave
- not cause damage to buildings or property. Any damage caused will be charged to pupil concerned
- maintain a good level of personal hygiene throughout my stay
- always walk around inside, never run, never walk barefoot on wooden floors and take care on the stairways
- participate fully in all activities and workshops during the visit
- be punctual to meals and workshops
- avoid excessive noise or other unwanted behaviour at night which prevents pupils and staff from sleeping
- always return to the meeting points by the agreed time
- not consume alcohol
- not smoke/vape
- not use or bring illegal substances
- agree that failure to follow these rules could result in suitable sanctions, contact with parents/carers or being asked to leave Ingestre Hall and collected by parents/carers.

Name of pupil:

Signature of pupil: May 2026

I have read and acknowledged my child's responsibility to follow the guidelines given above:

Signature of Parent/Carer: June 2026