

Caythorpe Court
Meeting
29th September 2025

PGL Caythorpe Court

Lincolnshire

5th November - 7th Nov 2025



Multi Activity

Challenging and fun!

- Tailor-made programmes
- 3 action-packed sessions per day
- Evening entertainments
- Personal development
- Confidence building
- Increased motivation



Premium Quality Outdoor Education

- Abseiling
- Aeroball
- Archery
- Climbing
- Fencing
- Trapeze/ Giant Swing
- Zip Wire
- Hide & Seek; Night Line
- Camp fire
- Team building tasks: den building



Sample Itinerary

- 07.00 - PGL staff wake up the group
- 08.15 - Breakfast (English or Continental, cereal, toast and drinks)
- 09.00- First activity session 1
- 10.30 - Break
- 10.45 - Second activity session
- 12.15 - Hot lunch or packed lunch
- 13.45 - Third activity session
- 15.15 - Break
- 15.30 - Fourth activity session
- 17.00 - Supervised free time
- 17.30 - 19.00 - 2 course evening meal
- 19.00 - 20.30 - Evening entertainment. Group Leaders assist Party Leaders until 21.00.
- From 21.00 - 23.00 there will be PGL staff on active night duty. Through the night there will always be a senior PGL staff member on call.

Staffing

Staff: Four members of staff:
Mrs Clemitshaw, Mrs Shelton, Mrs
Mumford, Mrs Wilkinson.

Individual staff members will have
responsibility over their activity group.

PGL allocate a member of their staff as group leader to us so there is constant communication between us and PGL throughout the 3 days.

There is always at least one member of PGL staff on night duty for any emergencies.

The doors of CP staff will be clearly labelled so that the children will know where individual staff are if they need anything (within reason) during the night.

Caythorpe Court

Accommodation

- En suite rooms sleep 4-8
- Boys one end and girls the other



Accommodation

All accommodation is situated within the Court's self contained grounds which are set well away from any main roads/public access.

Children are allocated rooms prior to the trip. They can choose one friend and then staff will make the decision for the rest of the dorm based on a number of factors.

Children will be placed in groups ranging from 4-8 depending on the rooms that are available to us.

Rooms are self contained units with bunk beds and en-suite bath rooms

Children will be expected to keep it clean and tidy at all times. All rooms will be inspected regularly by a member of staff and one bedroom will win a prize for tidiest room.

Security-there are combination locks to all the main buildings and windows have intruder restraints on them

Smoke detectors and fire alarms are situated in every room. (These are highly sensitive to aerosol sprays)

Catering & dietary needs

- 3 nutritious, balanced meals per day.
- Vegetarian/ vegan option.
- Salad bar.
- All dietary needs are catered for.



PGL shop - £10 budget

- Max £10 for the trip.
- There is a shop on site that the children will have the opportunity to visit once during their stay.
- They sell confectionary and small gifts.
- Children should have a clearly named purse or wallet.
(Staff look after money-hand in on Wednesday morning).



Emergency contact

Parents fill in emergency contact forms prior to the visit so that CP staff can contact you from the centre. There is a privacy notice, as displayed on the website, as certain information has to be shared with PGL.

If we are unable to contact you directly then we will ring school so that a member of school staff can contact you

If you need to contact your child in an EMERGENCY then please contact CP during the day.

Children will not be allowed to take mobiles/ electronic equipment as they may get lost/stolen. However cameras (not on mobile phones) are permitted.

Prior Arrangements

Emergency Contact form, Medical Details (incl travel sickness) and any specific Dietary Requirements.

Behaviour

Exceptional behaviour is expected at all times and it is imperative in ensuring that we all have a happy and safe time. The expectations we have for the children's behaviour and conduct will be made very clear to the children before we leave. This includes at lights out. Children require a good night's sleep to ensure that they are able to concentrate the next day. Please remind your children of how we and the staff expect them to behave. We and the PGL staff are able to remove children from activities if their behaviour is putting others at risk. Serious incidents of misbehaviour may warrant contacting parents to arrange for their child to be collected from the premises and withdrawn from the trip. Mrs Patton - 24hour contact.

Basic Rules of The Trip

- Always be polite to instructors and other centre staff.
- Always follow instructions immediately.
- Only go into your own room.
- Remember to tidy away after yourself when you have finished a meal.
- Tell someone if you are unhappy or feeling unwell.

Communication

- It is school and the centre's policy not to allow children to phone home during their time away - unless it is their birthday.
- There will be contact with the school everyday.
 - Due to safeguarding, we are unable to email photographs from the site. However we shall share these with you at a later date (If permission is given).
- Children are allowed to bring a cheap disposable camera -or digital camera at their own risk.
- Children are not allowed to bring mobile phones

Groupings

There will be two separate groupings:

- Room groups: Children will be given their room groups on the day of departure, but will have had the opportunity to select friends they would like to share with.
- 1 staff room at either end of the children's rooms
- Activity groups: There will be 3 of these. We try to ensure that children are placed with some of their friends.

On the day we leave:

- Children to arrive through the front entrance (office)
- Medication to be handed over to staff and fully labelled with the child's name.
- £10 to be handed to staff in a named wallet/purse.

LUGGAGE - PLEASE NAME IT! HAND LUGGAGE, ONE BAG PER PERSON

Essential items:

- OLD, CASUAL is essential!
- Night clothes /PJs
- Several changes of underwear (including WARM socks)
- Jumpers / fleeces / t shirts - long sleeved and short
- Old trousers - tracksuit bottoms are best (1 activity 1 evening)
- 2 pairs of trainers/walking boots
- Indoor shoes (slippers/sliders)
- Waterproof (if you have one)
- WARM COAT
- Hat • Scarf • gloves

- Drinks bottle
- Wash bag: toothbrush/toothpaste/shower gel
- At least 1 towel
- Hair brush/ hair bobbles
- Strong plastic bags (for dirty washing)
- Sleeping bag and pillow

Items NOT allowed

- Mobile phones
- Hand held games
- Electrical hair appliances
- Aerosols as they set off smoke alarms.
Roll on deodorants are best.
- (If any of the above are taken, they will be confiscated)

Good items to bring

- Pack of cards (evening games)
- Paper and pens
- Disposable camera
- Camera (at own risk!)
- Teddy for bed (we are never too old!)
- Books
- Lip Balm

Medication

- PGL are informed of medical information prior to departure
- If your child has regular medicine we will need to take it with us.
- You must provide us with enough medicine for the duration of the holiday; it must be in date, named and the requirements for taking it clearly identified.
- It must have a printed doctor's label on it.
- Most children can control their conditions, however if this is not the case parents should produce clear written guidelines as to what action the Party Leader must take. • It is also useful if your child can recognise their own medicine as the medicine box does get full.
- All medicines are to be signed into the medical book on the morning of departure, preferably by a parent.

Medication

- Medicines include travel pills. If they are required to be taken prior to departure on the Wednesday they will need to be signed in.
- If there are any medicines which require special attention please notify the class teachers before the departure day.
- Children who need inhalers need one with them at all times. Children with asthma will have their inhalers during the activities. Please be patient when signing in medicines as we must ensure data is entered correctly into our box to ensure that we are all safe.
- We have asked for your permission to give Calpol to your child should they require them when we are on the trip. We will therefore take a supply away with us. If you haven't informed us of this yet then please do so as soon as possible.
- We are no longer allowed to administer paracetamol.

Friday 7th November

- We intend to be back by the end of the school day however due to Friday evening traffic this may change.
- We will keep in contact with the school regarding up to date arrival times.
- Ensure school is aware of any contact detail changes
- Please keep checking your mobile as there will be text up-dates.

Thank you for Coming!

- If you have any further questions or would like to speak to me personally, come and have a chat now.
- Remember, it is your 'holiday' as well!