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Reference: MDE/LSU

11 December 2025

Dear Parent/Carer

LCA Cheer Team – London Christmas Trip Saturday 20 – Monday 22 December 2025 final update.

I am writing to you just to provide you with the general itinerary and a few further details regarding the Cheer team Christmas trip to London.

Firstly, just a reminder, we will be meeting at **Plymouth train station on Saturday 20 December at 6:30am** and returning to **Plymouth train station on Monday 22 December at 10:20pm**. Students will need to be dropped off and collected from the train station foyer at this time. I will obviously keep a close eye on any live train updates and contact you if there are any disruptions or late changes.

I have attached a general run down of the trip itinerary and the approximate timings of each activity during our stay.

Mrs White and I, who will be staffing and supporting the 11 students attending, will be meeting again with them during the final week before the trip commences, to go over some key and important messages, to ensure that the students always remain safe. Some of these key messages are outlined below.

Throughout the entirety of the trip, there is a 'never alone' policy.

The staff will have a school mobile, which will always be contactable to students, including during the nighttime, from their rooms. The number for this mobile phone is 07572 568665 and our contact emails are mdeacon@looeca.net and vwhite@looeca.net

The students are prepped, rehearsed and reminded of the 'run-hide-tell' scenarios and 'stranger danger' protocols, in the event of any public disorder or emergency situation.

Students should be aware of exactly what to do, in the unlikely event they either fail to embark or disembark from the platform or carriage, when riding the London tube, so that they remain safe and are promptly re-gathered by the main group. (This is to remain on the platform, or if left on a carriage, to get off at the next stop and wait on the platform for collection).

During our time at Winter Wonderland, the students and staff always remain together throughout our visit. In the unlikely event that a student becomes lost, the staff will be contactable via the school staff mobile phone. Equally, there will be a designated meet back point that is highly visible, should this occur, made aware to the students and reminded that there are several staff/marshals around the site as well.

As mentioned previously, during our stop offs at Selfridges shopping mall, Science/Natural History Museum and Covent Garden, each year we usually allow the students the opportunity to walk around these areas in their own friendship groups. We have found over the years, that the students really thrive on this sense of independence and responsibility, in a positive and mature way. It is made clear to the students that they must adhere to the 'never alone' policy, remain within the designated location boundaries and must adhere to the strict meet back times with staff. The students will also each have the phone number of our school trip mobile phone, that the staff will always have with them in the area as well, should they need to contact us for any reason.

Please feel free to contact me, should you have any further questions or require any further details.

Yours faithfully

Mr M Deacon
Trip Leader
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