



# NEWSTEAD WOOD SCHOOL

"creating opportunities for success"



2 September 2025

Dear Parent/Carer

## Year 13 A Level Biology Field Course at Flatford Mill, Suffolk

I am writing to provide you with further details about the A level Biology field course (Tuesday 25 November to Thursday 27 November 2025), and to request the final payment for the trip.

### Final payment

As you know from my previous letter in March, the total cost per student for this trip is £295. We have already collected a £150 deposit from you to secure your child's place on the trip, therefore the remaining balance to pay is £145. I would be grateful if you could now arrange for this final payment of £145 to be made via WisePay, no later than **Saturday 27 September 2025**, (if you have not already paid £295 in full as the initial payment). This money pays for the return transport by coach from school to Flatford Mill, on site transport, accommodation, full board, a specialist local tutor and the use of the educational facilities and equipment at the FSC Centre. May I suggest that you take out your own Cancellation Insurance or check your annual policy, as the school will be unable to offer any refund at this stage. If you have any financial concerns with regards to payment for this trip, please contact [finance@newsteadwood.co.uk](mailto:finance@newsteadwood.co.uk) in confidence.

### The trip schedule:

The field course will take place at a specialist Field Studies Council centre in Suffolk. The address of this centre is: *Flatford Mill Field Centre, East Bergholt, Suffolk, CO7 6UL*. Mr Mansell, Ms Robinson, and Mr Botley are the other members of school staff accompanying this trip.

### **Departure – Tuesday 25 November 2025**

- Coach picks up from school (near tennis centre) at 9.00am
- Arrive at Flatford Field Centre at approximately 11.00am

### **Return – Thursday 27 November 2025**

- Coach departs from Flatford Field centre at 4.00pm
- Arrive back at school at approximately 6.00pm

A more detailed itinerary will be shared with the students once these details have been finalised with the field centre.

**Headteacher:** Mr Alan Blount, MA, BSc, QTS

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**Accommodation and what to pack:**

Further details about the accommodation and facilities at the centre can be found here: <https://www.field-studies-council.org/centres/flatfordmill.aspx>. I will be organising room sharing arrangements directly with students. If there are any concerns about this, I would ask that your child speak to me directly. The course will involve spending long periods of the day outside to complete ecology studies, it is therefore essential that your child brings enough warm and waterproof clothing to ensure they remain comfortable working outside. Your child will need to bring the following items:

**Essential items**

- Towel
- Toiletries
- Lunch for Tuesday 25 November only
- Warm clothing (several layers)
- Waterproof clothing including waterproof trousers
- Gloves, scarf and hat
- Wellington boots and sturdy walking shoes
- General clothing (should comply with school rules for non-uniform)
- Pyjamas
- Hand sanitizer
- Lunch box and drink bottle (refillable).
- Stationery, such as writing paper, pens, pencils, calculator, ruler, clipboard and folder to keep notes in.
- Rucksack to take items out during the day
- Any essential medication

**Additional items that may be useful:**

- Insect repellent
- Camera (will enhance project work with photos of area of study)
- Torch
- Snacks (as there are no shops nearby)

**Medical information and dietary requirements:**

I will be using the records on Arbor for medical and parent contact details in preparation for the trip, so please do ensure that your child's details are completely up to date and correct by checking the parent portal on Arbor. Please can you also let me know about your child's dietary requirements by completing this short

online form: <https://forms.office.com/e/NmSrvRuhaf>. Essential medical and dietary requirements will also be shared with the staff at Flatford Mill Field Studies Council Centre, for the purpose of trip safety.

Please also see attached the safety information leaflet provided by the Field Studies Council, about hazards that can commonly exist in rural areas. The students will be reminded about how to protect themselves against these potential hazards during the field course.

### **Code of Conduct**

I require a code of conduct to be read and signed by you to show your acceptance, which can be accessed and completed here: <https://forms.office.com/e/m6p71JhngP>

### **Emergency contact information:**

Should you have an urgent need to contact your child whilst we are away on the trip, please use the following contact details:

School mobile carried by trip leader, Mrs Lebreuilly: **07985 340852** (please note mobile reception can be limited in rural areas)

Field Centre office telephone number: 01206 297110.

Please arrange for the final instalment of £145 to be paid via WisePay, no later than **Saturday 27 September**.

I hope that the students will enjoy the trip and find it to be a valuable learning experience, even if the autumnal weather is disagreeable.

If you have any queries, do not hesitate to contact me.

Yours sincerely,

*J Lebreuilly*

**Mrs J Lebreuilly**  
**Head of Science**