



# POTTEN END C of E PRIMARY SCHOOL

Church Road, Potten End, Berkhamsted, Hertfordshire, HP4 2QY

Head Teacher  
Mrs Denise Kennedy

Telephone 01442 865022  
e-mail: [admin@pottenend.herts.sch.uk](mailto:admin@pottenend.herts.sch.uk)  
[www.pottenend.herts.sch.uk](http://www.pottenend.herts.sch.uk)



## RECEPTION TRIP TO MILL GREEN MUSEUM AND MILL

23 April 2026

Dear Parents and Carers

As part of our English and DT learning this term, we would like to take Reception to Mill Green Museum and Mill on Thursday 25 June 2026.

We are asking for a voluntary contribution of £24.00 per child to cover the cost of the transport and entrance fee. This payment and consent can be made on Arbor. If your child is eligible for Pupil Premium we will pay for the trip however if your child requires a school provided packed lunch then please let the School Office know by Friday 19 June.

The children will be listening to the story of the Little Red Hen and taking part in a range of activities including baking our own bread! We will also have the opportunity to look around a working mill.

The children need to bring a packed lunch on the day. Please include drinking water but do not include nuts, seeds, chocolate or sweets.

As some of the activities will be taking place outside, the children need to wear a pair of sturdy shoes or trainers, a waterproof coat and warm clothes. Equally, if it is hot then please send a sun hat and apply sun cream before school. School uniform needs to be worn for easy identification please.

Yours sincerely

Melanie Hall  
Reception Teacher

