

William Read Primary Academy
Long Road Canvey Island Essex SS8 0JE
Company Number 9154404
Executive Headteacher Emma Lane MBE
Head of School Tracy Gravely
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March 2024

Dear Parents/Carers

Year 1 - Trip to Colchester Castle

As part of our topic work on castles, we would like to take the children to Colchester Castle on **Tuesday 18th June**. I am sure you will agree that this is a great opportunity for the children! We will be leaving at 8:30am and return at approx. 3:30pm.

The amount payable for the trip will be £17.00. This can be paid via Parentpay or cash in a named envelope by Friday 19th April. If your child is eligible for Free School meals and you have taken proof of this to the office, there is no charge for the trip. Please see back of letter for eligibility and complete the slip if you require a packed lunch for the trip.

The children will be travelling by coach. The children will need to bring a packed lunch to school with them which should include an extra drink (not fizzy). Please put their lunch in a named carrier bag so that it can be disposed of once we have eaten.

Please complete the permission slip below and return it to the class teacher.

Thank you for your continued support.

Yours sincerely
Mrs T Gravely
Head of School

Y1 Trip to Colchester Castle

Please complete and return to Class Teacher

I give permission for my child in class
to participate in the Colchester Castle on **Tuesday 18th June** and travel by coach.

I will be paying £17.00 by Parentpay ☐

I enclose £17.00 in a named envelope ☐

I will pay before Friday 19th April. ☐

My child is entitled to receive Free School Meals and is registered at the office ☐

I would like the school to provide a packed lunch for my child ☐

Signed: Parent/Carer

Dated:

'If we believe, we will achieve'

