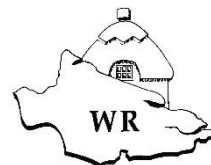


**William Read Primary Academy**  
Long Road, Canvey Island, Essex SS8 0JE



Head of School                      Mrs T Gravely  
Executive Headteacher          Mrs E Lane MBE

Telephone                              01268 683053  
Website                                 www.williamread.essex.sch.uk

January 2026

Dear Parents/Carers,

**Year 5 Trip to Palace Theatre**

Year 5 have been given the opportunity to attend a live music performance in the morning at The Palace Theatre in Southend on **Monday 27<sup>th</sup> April**. The children will travel by coach to Southend for the performance. They will return to school at 1:30pm.

In case they are late back, all the children will need a packed lunch that they will eat when they return. If your child is registered for Free School Meals and you would like the school to provide them with a packed lunch, please tick the box on the reply slip.

The cost of the trip, including coach travel will be **£10.00** and we ask that this is paid by Thursday 16<sup>th</sup> April by Scopay. Alternatively, you can still pay by cash by placing in a named envelope and hand in to your class teacher/the office.

Thank you for your continued support.

Yours sincerely,

Mrs Gravely  
Head of School

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**Y5 Trip to Palace Theatre**

**Please complete and return to class teacher**

I give permission for my child .....  
to participate in The Palace Theatre trip on **Monday 27<sup>th</sup> April** and travel by coach.

I will be paying £10.00 by Scopay

I enclose £10.00 in a named envelope

I will pay before Thursday 16<sup>th</sup> April

My child is entitled to receive Free School Meals, and I would like the school to provide them with a packed lunch

Signed: ..... Parent/Carer

Dated: .....

Your child might be eligible for free school meals if you get any of the following:

- Income Support.
- income-based Jobseeker's Allowance.
- income-related Employment and Support Allowance.
- support under Part VI of the Immigration and Asylum Act 1999.
- the guaranteed element of Pension Credit.
- Child Tax Credit (provided you're also not entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).