

William Read Primary and Nursery 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,

23R Trip to Towngate

23R have been given the opportunity to attend a live music performance at The Towngate Theatre in Basildon on **Wednesday 25th of February**. The children will have an early lunch [packed lunch only] and travel by coach to the Towngate in Basildon for the performance. They will return to school by 3:15pm.

The cost of the trip, including coach travel will be **£10.00** and we ask that this is paid by Thursday 12th February by Scopay. Alternatively, you can still pay by cash by placing in a named envelope and hand in to your class teacher/the office. If your child is registered at the office as eligible for free school meals, there is no cost for this trip. Please see back of letter for eligibility. If you are unsure of this, please speak to the office.

Thank you for your continued support.

Yours sincerely,

Mrs Gravely
Head of School

23R Trip to Towngate

Please complete and return to Mrs Rogers

I give permission for my child

to participate in the Towngate trip on **Wednesday 25th February** 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 12th February

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

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).