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Executive Headteacher: Mrs Salima Ducker
Head of School: Miss. Libby Thomassen

Thursday, 28th November 2024

**Reception Trip to Windsor Castle
Friday, 24th January 2025**

Dear Parents and Carers,

As part of our thematic curriculum of 'Turrets and Tiaras!', during the first half of the Spring term, Reception will be learning all about castles and the royal family through 'understanding the world'. In order to support this, we will be visiting Windsor Castle and during our visit, we will have a self-guided tour of the castle, as well as take part in a workshop called 'Whose Royal Home is This?'.

The visit will take place on **Friday, 24th January** and we will be travelling by coach. The children will need to be at school by the slightly earlier time of **7.45am** on this date. The children are due to be returning in time for the end of the school day, but we will of course contact you if there are any delays.

If your child normally has school lunches, we are able to provide a packed lunch for them for the trip. If your child normally brings a packed lunch to school, they will need to ensure that they bring their lunch in a disposable bag and that no cans or glass bottles are provided for health and safety reasons. Please also remember **not** to provide your child with anything that contains nuts.

The children will need to bring a bag to hold their water bottle and packed lunch and are required to wear their school uniform. Please also ensure that they are provided with an appropriate coat dependent on the weather on the day. As there will be a lot of walking the children are able to wear trainers or comfortable shoes.

If your child requires any medication specific to the trip that cannot be administered at home (i.e., anti-sickness or hay fever medication), please be aware that you are required to complete the relevant paperwork ahead of the trip. Please contact Mrs. Cavanagh for further information regarding this as we cannot accept medication when it is handed to Busy Living or straight to a member of staff. We must have the relevant paperwork in place.

We are asking for a voluntary contribution towards the cost of the trip, which will be **£15.99**. This only covers the cost of transport as entry to the castle is free for Early Years. Payment is to be made via Arbor. Please be aware that insufficient contributions may mean that we need to cancel this trip. If your child is eligible for Pupil Premium, the school will fund the cost of the trip for your child. If you are experiencing difficulties meeting this payment, then please contact Mrs. Curtis-Cross via email to discuss.

Please make payment via Arbor and complete this [form](#) to indicate if your child would like a packed lunch by **Sunday, 12th January**.

We will also need some parent/carer volunteers on the day, if you are available to help out please complete the [form](#) to indicate that you are willing to help.

Thank you for your continued support and if you have any further questions about the trip, please do come and speak to us.

Yours faithfully,



Miss. Dilks
Assistant Head for
Early Years



Mr. Collard
Birch Class Teacher



Mrs. Jones
Hazel Class Teacher



Mrs. Boswell
Willow Class Teacher