



12th September 2025

Dear Parent/Carer

Year 3 - Educational Visit to Colchester Castle – Thursday 4th December 2025

An educational visit to Colchester Castle has been arranged for Year 3 children on **Thursday 4th December 2025**. The theme of the visit will enhance a vital part of the work they are doing in class during Autumn 2 – Romans. Pupils will take on the role of archaeologists and learn about the Romans times. The day will include three sessions; an interactive story tour, teacher led Roman activities and time to explore the castle and museum.

The children will need to wear school uniform; as we will be in the cold winter months, please make sure your child has a warm coat, hat and gloves and suitable footwear for walking.

Your child will need a **packed lunch and drink** (no glass bottles please). If this could be in a plastic carrier that can be disposed of after lunch it will save the children from carrying bags etc... all afternoon.

If your child is eligible to receive a free school packed lunch, please contact the school office with your preferred choices, Cheese, Ham or Tuna Sandwich plus a bottle of water, cake/cookie and a piece of fruit. We will need to know no later than Friday 28th November. If you do not request that you would like the school to supply a packed lunch for your child, we will assume that you are sending lunch into school with them. We are unable to make lunches on the morning of a trip.

The children will be transported by one of our usual reliable bus company, leaving school promptly at 8:45am, we will need your child in school for 8:30am to be registered, they will return to school at approximately 3:15pm. We ask for your patience on the return time if they are held up in traffic. Please make sure that we have a correct number on our system for you. Update will be via class dojo so please make sure that you have access to this.

We kindly request a donation of **£15.53**. As there are still a number of weeks to go on this visit, you have the option to pay weekly or even monthly to help ease the cost of this visit. These visits are a valuable and enjoyable opportunity that enhances the curriculum. **Please pay online and give consent via the School Gateway app by Friday 28th November. If you require a pay point voucher, please request one from the office.**

We thank you for your support with the donations because we would not be able to arrange these visits for the children without your support and they really do learn so much from them, educationally and socially. If you have any queries about this outing, please do not hesitate to contact a member of the admin team.

Yours faithfully,

Mrs S Otto
Head of School

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Chief Executive Officer: Viki Reid.

The GLC is committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment.

