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**Tyssen Place, South Ockendon, Essex RM15 6PG**

**Telephone: 01708 853200 E-mail: admin.bps@catrust.org.uk**

**Year 5 – Colchester Castle**

Dear Parents/Carers,

We are delighted to inform you that we have arranged for all Year 5 pupils to attend an educational trip to **Colchester Castle** on **Thursday 13th February 2025**. This trip is designed to support our upcoming History topic, **The Romans**, offering the children a fantastic opportunity to enhance their understanding of Roman history and culture through immersive, hands-on learning experiences.

The cost of the trip will be **£20 per child**, which includes transport, entry to the castle, and an educational session led by the Colchester Castle staff. If the school is unable to cover the cost of the trip due to a shortfall in payments, we may need to cancel the trip and refund parents.

All payments must be made via Arbor by **Wednesday 29th January 2025**. If you have difficulty making this payment, please speak with the school office to discuss alternative arrangements. By paying for the trip via Arbor, you are giving permission for your child to attend.

On the day of the trip:

* Children must arrive at school by **8:30am**. We will be leaving promptly and aim to return by the end of the school day. If there are any delays due to traffic, the school office will inform parents.
* Pupils should wear their **school uniform** and **sensible, comfortable shoes**. Please ensure your child is dressed appropriately for the weather (e.g., coats, hats, and gloves if it’s cold).
* Your child will need to bring a **healthy packed lunch** (no sweets, chocolates, or fizzy drinks). If your child is eligible for free school meals, you may order a school packed lunch by contacting the school office no later than **Wednesday 29th January 2025**.

We will need a small number of parent helpers to support us during this trip. If you are available and would like to volunteer, please indicate your interest with the school office. Helpers will be selected on a first-come, first-served basis.

We are confident that this visit will be an enriching and memorable experience for all the children, and we thank you for your support in making this possible.

Yours sincerely,

Mr Powell & Miss Alabi