

13.6.25

Dear Parents/Guardians,

I am writing to you ahead of our forthcoming visit to London (Thursday 19th – Friday 20th June) with some information about the final arrangements.

- Pupils need to arrive at school at 7:00am where they will be greeted by our members of staff at the main reception entrance.
- We will be departing school at 7:30am if you would like to stay to wave us off.
- Any medication will need to be handed to a member of staff in its original packaging (with the prescription label visible if appropriate). The administration instructions will be checked with you at this point. Please ensure that children have already taken travel sickness tablets should they need them and that you have provided enough for the return journey.
- Pupils will need drinks, snacks and a packed lunch for the first day. This needs to be packed in a separate bag to their luggage. If you have requested a school packed lunch, this will be provided.
- Pupils may also bring some treats with them (sweets, crisps etc..) for the duration of their stay. We will take some bottles of water with us to supplement what they have.
- Pupils may bring up to £10 to spend if they wish to. Please note that this will be their responsibility. Several parents have mentioned sending their children with their personal bank cards (GoHenry or similar), which is absolutely fine.
- Pupils should not bring aerosols with them; roll on deodorant is recommended (this is because it can trigger the fire alarm sensors).
- Pupils will need to come dressed on day 1 for the entire day – they will not be getting changed before the theatre. The forecast looks great at the minute, so fingers crossed that we will need to pack sunscreen. Layers are recommended. We have purchased caps for all of the children.
- Pupils should **not** bring any electronic items with them (including mobile phones). Pupils may bring disposable cameras if they wish to.
- Staff will take plenty of photographs during the visit and these will be shared with you via our Instagram page. Just a reminder to inform me of your username, so that you can be granted access.
- Pupils may bring a personal item such as a book, magazine or teddy if they wish to.
- We will keep in touch with you via the text messaging service and Instagram throughout our stay.
- We will be departing London at 4:00pm on the Friday and will notify you of our ETA (this will be approximately 8:00pm).

Pupils will need:

- A small suitcase or bag big enough for their toiletries, sleepwear and clothes for day 2. Additional snacks and drinks for day 2 can also be packed in here. This will be put in the coach store and will not be available until bedtime.
- A rucksack, or similar, containing snacks, drinks and a packed lunch for day 1 (and anything else you think they may need). This will remain with the pupils all day. Their money should also be packed in here.

If you have any questions or queries, please do not hesitate to contact me.

Kind regards,

Miss Watson