



William Ford C of E Junior School | Ford Road | Dagenham | RM10 9JS  
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Headteacher: Mr David Huntingford

Thursday 08 May 2025

Dear Parent/Carer,

**Year 4 visit to Colchester Castle 21<sup>st</sup> May 2025**

We are pleased to inform you that we have arranged a field trip for the pupils of **Year 4** as part of their historical studies. The trip will be to **Colchester Castle**, which will provide an exciting and educational opportunity for the children to explore one of the most iconic Norman castles in England.

**Trip Details:**

- **Date of Trip 21<sup>st</sup> May 2025**
- **Departure Time:** Children must arrive at school by **8:00 a.m.** promptly.
- **Return Time:** Coaches are expected to return to school at approximately **4:00 p.m.**

To help cover the cost of coach transport, we are requesting a **voluntary contribution of £26.00, or £22.00 for pupils eligible for the Pupil Premium rate**. Payments can be made through your child's **Parent Pay** account and may be made either in full or in the instalments outlined below:

**Payment Schedule:**

- **Deposit:** £10.00 (all pupils) – due by **9th May 2025**
- **Instalment 2:** £16.00 / £12.00 – due by no later than **21st May 2025**

Please ensure that all payments are made by the specified dates to secure your child's place on the trip.

**Additional Information:**

- Children will need to bring a **packed lunch** for the day – **no glass containers or fizzy drinks** are allowed.
- Children will be placed in **small groups**, each supervised by an adult helper to ensure their safety and enjoyment throughout the visit.

We believe this will be a memorable and valuable experience for the children as they deepen their understanding of our nation's rich history. If you have any questions or concerns, please do not hesitate to contact the school office.

Please could complete the consent form here <https://forms.office.com/e/pSth7ZYxm8>

Yours sincerely,

The Year 4 Team