18th December 2017

Dear Parent/Carer

**Year 3 trip to Colchester Castle**

Year 3 children will be visiting Colchester Castle on Tuesday 20th February as part of next term’s topic on Romans. They will travel by coach and leave school at approximately 9.00 a.m. and arrive back at the end of the school day. Please ensure that your child arrives for school promptly that day to ensure the coach leaves on time.

Please note that there will not be enough time to visit the gift shop so children will not need to bring any money with them. For the visit, they will need to wear school uniform and have a coat/waterproof jacket with them.

During the trip, the children will have the opportunity to journey 2000 years back in time, going deep into the Roman vaults under the Castle, to hear the story of the Roman invasion and Boudicca’s revolt. They will work as a team to reconstruct a large model Roman villa and Iron Age roundhouse on the ‘foundations’ uncovered by archaeologists. They will also handle real Roman pottery and work out what it was used for and develop skills of an archaeologist, interpreting evidence and communicating findings.

They will need to bring a packed lunch and drink with them. No fizzy drinks, glass bottles, chocolate or sweets please. If you are entitled to Free School Meals and would like the school to provide your child with a lunch, please let us know by emailing Mrs Weatherhead on reception@newlandsspring.essex.sch.uk. The school lunch consists of a cheese sandwich, a piece of fruit, a biscuit or cake and water.

If your child is likely to require any medication during the day, this should be clearly labelled and handed to the class teacher on the day. A form giving the school parental consent to administer the medicine should also be completed prior to the trip and can be obtained from the school office.

The cost of the visit is £11.50 which covers admission and the cost of the coach. In line with Government regulations, this amount can only be asked for as a voluntary contribution. However, if insufficient contributions are received then the trip will have to be cancelled as the school has no funding for activities of this nature. Should you need to discuss your contribution you may do so in confidence by contacting the school office. Payment should be made online at [www.payyourschool.co.uk](http://www.payyourschool.co.uk). If you have not already registered, please contact the Finance Office for an activation code.

Payment and consent must be made online. In doing so you will give consent for your child to travel to Colchester Castle by coach and participate in all the activities set for them. You do not need to return any reply slips as consent and payment will both be made online.

We would be grateful for any volunteers to help us on the day and if you are able to spare the time, please let Mrs Weatherhead know by emailing the afore mentioned reception address. Many thanks.

Yours sincerely

Miss Bishop  
Mrs Davis