

June 2018

Dear Parent/Guardian,

### **Arts Week trip to Southend**

Your child will be travelling to Southend on Thursday 12<sup>th</sup> July. Please read the following carefully:

- **Uniform**: students must wear a Norwood School PE top. They may wear their own tracksuit/shorts/trainers but for ease of identification we will **NOT** be allowing any student to accompany a trip unless they are wearing a proper purple school PE top.
- **Meeting Place**: Students will meet in the dining hall and arrive in plenty of time to register.
- **Timings**: Coaches will leave at 8.00am promptly – we want to make the most of the day and we will not be able to wait for latecomers.
- **Refreshments**: Unless your child receives a free school meal, you must ensure that they bring a packed lunch and money for food and drink.
- **Spending Money**: We consider a maximum of £20 to be sufficient.
- We cannot take any responsibility for loss of any belongings or valuables so please impress upon your child the importance of looking after their own things.
- Students will need to dress appropriate for the weather, water, sunhat/cream, umbrella or raincoat.
- Students will be given strict instructions to remain in groups of no less than 4 throughout the day and will know where specific rendezvous points have been arranged on arrival.
- We anticipate returning to school by approximately 6.00pm depending on traffic.

We are all very excited and hope that it will be a fabulous day for everyone involved, of course we will have the highest expectations of behaviour on the journey there and back as well as at our destination.

Copies of all letters for the week will be put on the school website under the trips and visits tab/ News and Events tab.

Yours sincerely,



Ms J Nicholas  
**Senior Deputy Headteacher**