



Headteacher
Mr. Dale Bateman

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Thursday 27th February 2020

Dear Parents / Carers,

YEAR 3 & 4 Science Museum Trip: FINAL ARRANGEMENTS

Below are the final arrangements for our trip to the Science Museum, next Wednesday 4th March 2020.

Drop Off at Epping Station	9.10-9.25am	Children should be dropped directly to Epping Station between 9:15am and 9:25am. We will be waiting by the bicycle shed and they should be handed to their teacher, who will register them into the school's care.
Collect from Epping Station	4:10pm	Children should be collected from Epping Station. We should arrive back at approx. 4:10pm. If we expect to be later, the school will contact you via the School Jotter app. However, unless there are hold ups on the tube, we should be no later than 4:25pm, depending on which train we catch. Children will need to be handed over to their collecting adult, from the teacher, who will be checking off a list to ensure we see who each child leaves with. If this adult is not going to be a known adult to us, please inform us at drop-off in the morning, if not already done so.

What To Bring:

- Children should be in full school uniform, with outdoor wear appropriate to the weather (coat etc). The school will take no responsibility for lost items such as gloves or hats.
- Children should bring a packed lunch, with plenty of fluids (no fizzy drinks or glass containers).
- Children should have a snack to eat during the afternoon.
- Children should have their provisions in a backpack or similar, that can be carried on their back, leaving their hands free.
- Children should wear comfortable footwear.

Yours faithfully,

Miss C Collin, Miss L Marbe, Miss O Usher
Class Teachers