



Headteacher  
Mr. Dale Bateman

## Coopersale and Theydon Garnon C. of E. V.C Primary School

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Dear Parents / Carers,

### **YEAR 3 & 4 British Museum Trip: FINAL ARRANGEMENTS**

Drop off at school	Children should arrive at 8:40	Children should arrive at 8:40. We need to register them and ensure we are on the coach at 9am. Any late arrivals will delay this process. We will not wait for any late children.
Collect from usual classroom door	4:00	We are planning to leave the museum at 2:20 and arrive back at school at around 4:00 but this will obviously be dependent on traffic. We will keep the school office informed of any delays who in turn will notify you via the school jotter app.

#### **What To Bring:**

- Children should be in full school uniform, with a jumper or cardigan bearing the school's logo and name (recommended). The school will take no responsibility for any lost items.
- Children should bring a packed lunch, with a drink (no fizzy drinks or glass containers).
- Children should have their lunches in a backpack or similar, that can be carried on their back, leaving their hands free. We may be able to drop off our lunches when we arrive at the museum but this is not guaranteed.
- We will be taking our own plant-based hand sanitiser to use regularly but children can bring their own hand sanitiser that they can use as often as they wish, however, they should not share this with anybody else.
- Children should wear comfortable footwear (trainers are allowed in this instance).

**No money should be brought on the trip; we will not be visiting the shop.**

If your child suffers from travel sickness, please give them their usual medicine before arriving at school in the morning. If they will need additional medicine for the return journey, please speak to your class teacher BEFORE THE DAY OF THE TRIP and we can arrange this.

Yours faithfully,

Katie Luck

Lower Key Stage 2 Phase Leader