



GHYLLGROVE PRIMARY SCHOOL AND NURSERY

with Resource Base for Deaf Children

The Gore, Basildon, Essex SS14 2BG

Telephone: 01268 450067

www.ghyllgroveprimarieschool.co.uk

Headteacher: Mrs R. Tidiman

Deputy Headteacher: Mrs L. Morley

Year 4 Colchester Castle Trip

Dear Parents/Carers,

We are writing to update you about our upcoming Year 4 trip to Colchester Castle on **Friday 10th October** and to give you some important information to help you and your child/children prepare for the day.

Arriving at school

On the morning of the trip, children will need to arrive at school at **8.30am** and should come round to their classroom promptly. This will allow us to take the register, complete all our necessary checks and an opportunity for the children to go to the toilet before we leave.

Departure

We aim to be ready to depart school at **8.45am**. If you wish to wave your children off from outside the school, we ask that you are mindful of other parents and children that are coming in to school.

Returning to school

We will be leaving Colchester Castle at **2.15pm** and estimate that we will be back at school by **3.30pm**. When we arrive at Ghyllgrove, all children must return to their classrooms and will be dismissed in the usual manner from the KS2 playground.

Lunch

At Colchester Castle, we will have access to a lunch area for the children to eat their lunch in. Children will need to bring a home packed lunch or you can order a school packed lunch (cheese roll) by completing the slip below and returning it by **Friday 3rd October**. Please ensure you send your child with a labelled drink too. Please do not pack any sweets, nuts or fizzy drinks. **All lunches need to be in a labelled plastic carrier bag that can be thrown away once children have finished their lunch.**

Clothing

Children will need to wear their Ghyllgrove school uniform. As we will be walking around and some activities take place outside, please ensure your children are wearing comfortable footwear and have a coat.

Payment

If you have not yet had the opportunity to pay for the trip, payments need to be made online through our schoolmoney.co.uk facility. The cost of this trip is **£18.00 per child**. We ask for this sum as a voluntary contribution, but you will appreciate, however, that unless we receive enough financial support the visit will be cancelled. Payments must now be made online through our schoolmoney.co.uk facility by Wednesday 8th October 2025. If you are not able to use this method, you can get a Paypoint barcode from the school office which can be paid at the Co-op. If you are experiencing financial difficulties regarding this payment, please contact the School Office.

Finally, thank you for your continued support - our children (and the Year 4 team) are very excited! If you have any questions or concerns regarding this trip, please speak to your child's class teacher.

Yours sincerely,

Year 4 Team

Return to your child's class teacher by **FRIDAY 10TH OCTOBER**.

Name: _____ Class: _____

My child **WILL** need a **School Packed Lunch** on the day of their trip.

We take data security very seriously and will only use the information provided for the purpose of the provision of Ghyllgrove Community Primary School. Data will be stored securely. To view our full data protection policy please see our school website.

