



# Graham James Primary Academy

## Educational Visit Permission Form

I wish to confirm that the following arrangements have been made for 3EP/3HP:

<b>Visit location</b>	:	Colchester Castle
<b>Date of visit</b>	:	Wednesday 11 <sup>th</sup> February 2026
<b>Leaving school</b>	:	9.00am sharp
<b>Estimated return to school</b>	:	3.15pm – traffic permitting
<b>Contribution towards coach</b>	:	£14.50 by 30 <sup>th</sup> January 2026
<b>Lunch, Dinner &amp; Snacks</b>		<p><b>Lunch</b> will be packed lunch; either brought from home in small rucksack or ordered from school – see separate letter for packed lunch orders – last order date Friday 30<sup>th</sup> January 2026.</p> <p>Please ensure your child has a separate drink in a screw top plastic bottle, in a small backpack for use throughout the day.</p> <p><b>Please make sure no nut or nut products are included.</b></p>
<b>Transport by</b>	:	Coach
<b>Accompanying adults</b>	:	Miss Pollington, Mrs Pollington & other staff helpers
<b>Additional information</b>	:	Uniform should be worn.
<b>Further information from</b>	:	Miss Pollington and Mrs Pollington
		Attendance on this visit is dependent on continued good behaviour on the part of each child.

### Governors' Policy on Charging

Parents are asked to make a voluntary contribution towards the cost of educational visits. Unfortunately, the cost of coach hire is continually increasing but the trip is an important part of the children's education. If the cost of a visit cannot be recovered, then it may have to be cancelled. No child will be penalised, by a parent's inability to pay so please contact the school office if you have any concerns regarding payment.

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### Year 3 Colchester Castle Trip – 11<sup>th</sup> February 2026

I agree/do not agree\* to my child.....in Class.....  
attending the Year 3 Colchester Castle Trip on Wednesday 11<sup>th</sup> February 2026.

I have paid £14.50 on ParentPay.

Please state if your child has any medical condition or allergy.....

Signed:..... \* Please delete as appropriate



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## School-made Packed Lunch Orders

### Year 3 Colchester Castle Trip – 11<sup>th</sup> February 2026

If you would like to order a packed lunch for your child please complete the form below.

The trip will take place on Wednesday 11<sup>th</sup> February 2026.

The lunch will consist of the following:-

- Sandwich – \*Cheese or \*Ham or \*Jam – **\*Please delete as appropriate**
- Raisins
- Dessert
- Bag of crisps
- Bottle of water

If you would like your child to be given a packed lunch on their trip day you will need to order it either by email or returning this slip to the office **by Friday 30<sup>th</sup> January 2026** at the latest. We will not be able to cater for orders received after this date.

The cost of the packed lunch will be £2.50, which is the same as school dinners.

If your child is entitled to free school meals, there will be no charge.

Child's name..... Class .....