William Byrd
PRIMARY SCHOOL

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Head of School: Ms N Edwards
Chief Executive: Mr B Spinks

Tuesday 24th November 2026

Dear Parents/Carers

We are excited to be taking Year 4 to The Compass Theatre on **Tuesday 8th December 2026.**

The children should arrive to school at normal time. They should be in full school uniform with comfortable footwear (trainers would be ideal). The children must also bring the following:

- Water bottle
- Healthy packed lunch (no nuts) (optional)
- Healthy snack (no nuts)
- A warm jacket
- A rucksack to hold their belongings in

*As all children receive Free School Meals, they will automatically receive a school packed lunch. If, however you do not wish for your child to receive a school packed lunch, please let your child's class teacher know by ticking your child's name on the provided sheet on the classroom door by **Monday 30th November**. Please note if you do not inform your class teacher, your child will receive a school packed lunch.*

We will be travelling via public transport and leaving school at 11:30am. We will then be returning to school around 3:30pm-4pm. Please note you will be notified by either e-mail/text if children are running late. All children will need to be collected by an adult.

We are asking parents/carers to pay **£11** via ParentPay towards the cost of the trip, no later than **Tuesday 8th December.** As usual, we are funding this visit through your contributions. Please note, though this is a voluntary contribution, if insufficient funds are raised, we may have to cancel the visit.

If you would like to volunteer to come and help on the day of the trip, please complete the slip below and return to your child's class teacher. Please note we will contact you to confirm if you will be attending the trip with us.

If you have any further questions, please do not hesitate to speak with your child's Class Teacher.

I am sure this trip will be an enjoyable experience for everyone.

Yours sincerely
**Year 4 Team**

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**Parent/Carer – Volunteer Slip for Year 4 Trip**

I would like to volunteer for the Year 4 trip on Tuesday 8th December 2026:-

Full name _____ Contact no _____

Child's name _____ Class _____

*Please note this is not a guaranteed place, and you will be contacted by one of the Year 4 Class Teachers if we do need extra volunteers.*