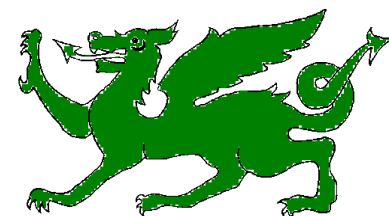


West Sussex County Council

## COLGATE PRIMARY SCHOOL



Blackhouse Road, Colgate,  
Horsham, West Sussex, RH13 6HS

Telephone: 01293 851254  
Fax: 01293 851165  
Email: [office@colgateprimary.org.uk](mailto:office@colgateprimary.org.uk)

**Headteacher: Mrs Rebecca Winn**

Friday 25<sup>th</sup> May

Dear Parents and Carers,

As part of our work this term on Shakespeare, Willow class will be visiting The Globe Theatre on Tuesday the 26<sup>th</sup> of June 2018. During the visit the children will be given a guided tour, which lasts 90 minutes, they get to see part of a play and visit the exhibition.

We will be travelling by coach and will need to leave school promptly at 8am. To ensure we are able to spend enough time at the museum we will be back to school later than normal. We will be leaving the museum at 2pm and hope to be back at school by 4.30pm.

The children will need to wear their school uniform for the trip. Children will also need sensible walking shoes (e.g. trainers) and a waterproof coat. They will also need a packed lunch that should be packed in a plastic bag, inside a rucksack. Please do not send plastic containers or lunch boxes.

The cost of the trip which has been subsidised by the Friends of Colgate Primary School is £24. Please make your payment and provide consent on Parentpay by the 19<sup>th</sup> of May.

As stated the requested payment is a voluntary contribution and is not compulsory. Should Parents and Carers not be able to pay their children will not be treated any differently from others. However, we are a small school with a limited budget and not receiving funds towards the cost of this may mean the visit cannot go ahead or may impact resources in other areas. Should you anticipate any difficulties with payment then please contact Mrs Winn or Mr Clark in confidence before the 12<sup>th</sup> of May, otherwise we will assume that your financial contribution is forthcoming.

Kind Regards,

Mr Clark



A University of Chichester  
ITT Partner School

