



# College Town Primary School

Branksome Hill Road, Sandhurst, Berkshire, GU47 0QF  
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[www.collegetownprimary.com](http://www.collegetownprimary.com) Ofsted no:109828  
Head Teacher Mrs Trudi Sammons MA

2<sup>nd</sup> December 2025

Dear Parents/Carers,

## Year 2 School Trip

In the Spring term the children will be learning about castles in their History lessons. As Windsor Castle is still a working castle and so close to us, we have booked a trip on **Friday 16<sup>th</sup> January**.

We are very fortunate that the voluntary contribution for the visit has been partly funded by the PTA so there is a reduced cost to parents/carers of just **£10.20 per child**. **We understand that this is a voluntary contribution however, if we do not receive sufficient contributions the trip will not be able to go ahead.** Online payment is made via the School Gateway app, Monday 5<sup>th</sup> January.

The children should arrive at school at the normal time in the morning so that we can get to the castle by 10am ready to start our self-guided tour. We have booked a workshop called "Knights wanted - apply her!" which is very informative and good fun too. We plan to leave Windsor at about 2.30pm, so may be a bit late getting back to school. The children must wear full school uniform and bring a suitable coat with them. This is especially important as we will be outside. Please also note that the children do not need to bring any spending money on the trip.

As you will be aware, all children in Key Stage 1 are entitled to a free school meal. For the trip, packed lunches will be provided by the school, but you can appreciate that these will need to be pre ordered in advance. Please indicate on the reply slip below whether you would prefer to provide your own packed lunch, or if you wish the school to provide one. Please provide your child with a backpack/drawstring bag to store their lunch and water bottle. Fizzy drinks, chocolate and nuts are not permitted.

As always, we cannot take the children on trips without your help. If you are available to accompany us on the above date, please speak to your child's teacher by **Wednesday 8<sup>th</sup> January** so that we can complete the risk assessment. Sadly, we are unable to take all volunteers and so names will be drawn from a hat to decide who is able to come.

Should you have any questions, please do not hesitate to discuss these with your child's class teacher.

Thank you for your help.

Year 2 Team

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**HEADTEACHER: Mrs Trudi Sammons MA**



**YEAR 2 TRIP TO WINDSOR - RETURN SLIP**

CHILD'S NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

I give / do not give (delete as appropriate) permission for my child to attend the school trip to Windsor on Friday 16<sup>th</sup> January.

Parent/Carer Signature \_\_\_\_\_ Date \_\_\_\_\_

I have made the payment through School Gateway

I would like to volunteer as a helper

Name: \_\_\_\_\_

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**YEAR 2 TRIP TO WINDSOR - PACKED LUNCH CONFIRMATION**

CHILD'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

I will provide my own packed lunch for my child for the school trip

OR

I wish the school to provide the following choice for packed lunch for my child (*note all children will receive carrot/cucumber sticks and a packet of crisps with their choice of wrap*):

Wraps (please circle ONE choice)                      Ham                      Cheese

Pudding option (please circle ONE choice only)                      Cookie                      Fruit

***Please return this slip no later than Monday 5<sup>th</sup> January***

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