



CONCORDIA
ACADEMY

Union Road, Romford, RM7 0HG
School contact number: 01708 932710
School email: info@concordiaacademy.co.uk

Tuesday, 09 April 2019

Dear Parents/Carers,

Year 2 are very lucky to have been invited on a tour of the Houses of Parliament. This will be taking place on **Tuesday 21st May 2019** and you will not be required to make any payment toward the cost of this trip.

On the day of the trip, it is important that your children arrive at school by 8.45am as we will be leaving for Westminster at 9am sharp and travelling via public transport. The children will need to be collected from school at the usual time of 3.15pm.

All children will be required to wear school uniform and bring a healthy packed lunch. If you would like your child to receive a free school packed lunch, it is important that you complete and return the form attached. If you do not return the form, it will be assumed that you are providing your child with a lunch.

We have the capacity to bring four parent volunteers with us on the trip at no extra cost. If you would like to accompany us, please tell a member of staff. Should we have more than four volunteers, we will draw the names from a hat and inform you of whether you have been selected by 17th May.

If you have any questions or concerns about this trip, please do not hesitate to speak to a member of staff.

Yours sincerely,

Laura Black

Assistant Headteacher





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School Trip Lunches

I would like the school to provide a free packed lunch for my child, _____
on Tuesday 21st May. Containing the following sandwich:

☐

Ham

☐

Tuna

☐

Cheese

Signed: _____

Date: _____

