

Parent Carer of «First_Name» «Surname»

Otters Class

Tuesday 30th September 2025

Dear Parent/Carer of «First_Name» «Surname»

Year 4 Trip to Colchester Castle

We hope your child is looking forward to their trip to Colchester Castle on 23rd October 2025.

The coach will leave Norwich Road Academy at 8:15am prompt and we hope to return by 3:15pm. Please ensure that your child arrives at school at 8:00am, this will allow us to take the register ensure that everyone has what they need for the day before we leave.

Unfortunately, late arrivals will not be able to attend the trip and we are unable to offer a refund for this.

A statement showing payments received to date and the remaining balance is attached.

A reminder that the first instalment was due to be paid by 29th September 2025 with the balance in full to be paid by 17th October 2025. We do ask that you please have the full amount paid by the due date.

Kind regards

Mr Alastair Ingham
Y4 Class Teacher



We're a proud
member of the
EMAT family



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