

PRESTON MANOR SCHOOL

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA

Head of Upper School: Mr. Tom Phillips

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Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ

Head of Lower School: Mr. Kevin Atkinson

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Executive Headteacher: Mr. Russell Denial | Website: www.preston-manor.com

Tuesday, 8th September 2026

Globe Theatre – Tuesday 12th January 2027

Dear Parents and Carers,

To consolidate their learning in English, the children will visit the Globe Theatre on Tuesday 12th January. The children have been studying Macbeth and have started to produce some fantastic pieces of writing from this Shakespeare play. During the visit, the children will have a tour of the theatre and take part in a Macbeth workshop led by one of the actors. It is an amazing opportunity for the children.

The cost of the visit is £15. You can pay the whole amount or in instalments on ParentPay. If we do not raise the full amount, the visit may need to be cancelled.

Please complete and return the reply slip to Ms Parmar and Ms Newell.

- The children will be expected to wear full school uniform, apart from their school shoes. They should wear comfortable footwear for walking and check the weather forecast on the day so they are suitably dressed (school sweatshirt and thick coat)
- They will need to bring a packed lunch and a healthy snack for the day.
- Attached are the schools behaviour expectations for the trip and the permission form. Please go over the behaviour expectations with your son/daughter.

If you are able to support a small group of children on the day, please indicate below.

Yours sincerely,

Ms. Parmar and Ms Newell

Globe Theatre – Tuesday 12th January 2027

I give permission for my child _____ Class _____ to attend the visit to the Globe Theatre on Tuesday 12th January 2027

I am happy to pay £15 to cover the cost of the visit. ☐

I would like my child to have a tuna sandwich and fruit ☐ or cheese sandwich and ☐ to be provided by school.

I will provide a packed lunch for my child. ☐

I would like to help on the visit. I understand I must commit to come on the day as the visit may be cancelled if I am unable to attend. ☐

Signed _____ (Parent/Carer)

[Please return to the class teacher by **Monday, 5th October.**]



Helping on Educational Visits

We really appreciate the help of parents on visits and outings. Without your help, school trips would not be possible.

Unfortunately adult places on trips are limited, and we usually have many more parents volunteering to help than we have places. We try to choose helpers as fairly as possible by pulling names from a hat, but we also apply other criteria:

- safety of children: the teacher must be confident in the adult's ability to keep the children in their group safe
- previous experience: we will try to give any parents who have not helped on trips before an opportunity to do so
- children's needs: it may be that the teacher feels that the children would benefit from a certain parent coming (e.g. A parent who has specialist knowledge of the place visited, or a parent helper who knows the class well)

The final decision rests with the class teacher, who will use their discretion in applying the above criteria.

Volunteering as a parent helper on a trip entails considerable responsibility. Please do not volunteer as a parent helper unless you feel that you are able to:

- **supervise a group of up to 6 children by yourself for the whole day**
- **ensure that your children walk around without making too much noise, keeping them together as one group and keeping to the timetable given for the day**
- **follow teachers' instructions at all times**
- **follow trip rules, e.g. regarding spending money, eating and drinking (this includes not spending money on children in your group)**
- **Please do not take photographs of any children (in accordance with the GDPR statutory regulations.)**
- **refrain from using a mobile phone for the whole day, except in an emergency**
- **refrain from smoking for the whole day**

Finally:

- please do not offer your help on a trip unless you are sure you will be able to come
- if you have been accepted as a helper please do not pull out unless completely unavoidable
- if you do have to pull out, let your class teacher know immediately so that a replacement can be found