

PRESTON MANOR SCHOOL

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

Head of Upper School: Mr. Tom Phillips

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Thursday, 17th September 2026

Dear Parents/Carers,

Royal Courts of Justice Visit and LSE Archives
6 Poplar on 13.01.27 and 6 Rowan on 19.01.27

Year 6 will be visiting **The Royal Courts of Justice and The London School of Economics for a Courtroom Workshop** based on the rights of the Suffragettes. This will link to the Victorians learning they will be completing this year.

6 Poplar will go on 13th January 2027

6 Rowan will go on 19th January 2027

- The children must be in school promptly by 8.30am so they can leave by 8.50am.
- They will need to bring a packed lunch and any healthy snacks they require for the day or choose a school packed lunch – see below.
- They will take part in a Suffragettes workshop at the Royal Courts of Justice
- They will walk to the London School of Economics to view some artefacts
- They will make their return journey at 2.25pm
- The children are expected back in school at 3.30pm [depending on trains]
- If you would like to support on the day, please tick below [names will be drawn from a hat].

There is a £5 cost per child towards the visit. This will pay for the workshops that the children take part in. Please pay this on ParentPay. [The visit may need to be cancelled if we do not receive this amount.]

Please return the reply slip to school as soon as possible. If your child does not have parental consent, he/she will not be able to go on the visit.

Thank you for your continued support.

Yours sincerely,

Ms Landry and Ms Cutts

Royal Courts of Justice Visit and LSE Archives
6 Poplar on 13.01.27 and 6 Rowan on 19.01.27

I give permission for my child _____ Class _____ to go on the visit to The Royal Courts of Justice **[6 Poplar on 13.01.27 and 6 Rowan on 19.01.27]**

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

My child will walk home independently at around 3.30pm. ☐

I will collect my child at 3.30pm. ☐

I agree to pay £5 towards the visit on ParentPay. ☐

Signed _____ (Parent/Carer)

[Please return to the class teacher by **Friday 25th September.**]

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 8 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