PRESTON MANOR SCHOOL
Upper School Site: Carlton Avenue East, Wembley, HA9 8NA
Head of Upper School: Mr. Tom Phillips
Email: info@preston-manor.com | Tel: 020 8385 4040

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

PRESTON MANOR
An All-through School

Monday 2nd November 2026

Natural History Museum – 2nd December 2026

Dear Parents and Carers,

I would like to inform you of the Year 3 Science educational visit to the **Natural History Museum** which will be taking place on **Wednesday 2nd December 2026**. The purpose of the educational visit is for children to consolidate their learning all about rocks and fossils in Science. This is a great opportunity to see some of these fossils first hand.

We will be departing from the school at 9:15am and will return by 3:15pm. We will travel by underground [from Preston Road Station to South Kensington via the Metropolitan line and Piccadilly Line]. We will then walk to the Museum through a pedestrian tunnel.

There is no cost for this educational visit.

VERY IMPORTANT: Please complete and return the enclosed reply slip to Miss Paknadel or Miss Jay by Monday 16th November 2026.

- 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 (sunscreen/waterproofs).
- The children can bring a packed lunch and any snacks they require for the day or request a school packed lunch.
- Please sign the reply slip to give consent for your child to attend.
- We will also need some support from parents. If you are able to commit and support a group, please indicate below. It will be on a first come, first served basis.

Please accept my sincere thanks for your cooperation and support.

Yours sincerely,

Miss Paknadel & Miss Jay

Please sign and return the slip below. Please also speak to Miss Jay or Miss Paknadel if you would like to be considered as a parent helper for this educational visit. Please let us know if you have any questions.

Natural History Museum – 2nd December 2026

I give permission for my child _____ Class _____ to attend the visit to the Natural History Museum on **Wednesday 2nd December 2026.**

I would like a school packed lunch: **Cheese:** ☐ **Tuna:** ☐ **I will bring my own lunch:** ☐

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 16th November**.]

Helping on Educational Visits

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

Unfortunately adult places on educational visits 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 educational visits 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 educational visit 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 educational visit 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 educational visit 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