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
Email: lowerschooladmin@preston-manor.com | Tel: 020 8385 4089

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

PRESTON MANOR
An All-through School

Thursday, 19th November 2027

Wembley Learning Zone – 11th January 2027

Dear Parents and Carers,

I would like to inform you of the Year 4 educational visit to **Wembley Learning Zone** which will be taking place on **Monday, 11th January 2027**. The purpose of the visit is for students to take part in a tour of Wembley Stadium and a workshop to support their History topic. This initiative is supported by The Football Association and Wembley Stadium Trust and aligns with the Brent Borough Plan to ensure every Brent child experiences this iconic venue.

[Pupils should arrive at school at the normal time for morning registration.] 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 Wembley Park via the Metropolitan line]. We will then walk to Wembley Stadium.

This visit is free and we do not require any payment.

VERY IMPORTANT: Please complete and return the enclosed reply slip to Mrs. Pound or Miss Panchalingam by Thursday, 17th December.

- Students 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).
- Students will need to bring a packed lunch and any snacks they require for the day.

Please sign and return the slip below. Please also speak to **Mrs. Pound or Miss Panchalingam** if you would like to be considered as a parent helper for this trip.

Yours sincerely,
Mrs. Pound and Miss Panchalingam

Wembley Learning Zone - 11th January 2027

I give permission for my child _____ Class _____ to attend the visit to Wembley Learning Zone on **11th January 2027.**

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. ☐

Signed_____ (Parent/Carer)

[Please return to the class teacher by **Thursday, 17th December**.]

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