



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

Aim High

Never Give Up

Follow Your Dream

Lead By Example

Tuesday 13th January 2026.

Dear Year 4 Parents/Carers

I am writing to inform you that we would like to take Year 4 to Cambridge Museum of Technology on a class trip as part of our Spring Learning. The trip will take place on **Tuesday 24th February 2026** and we will travel by coach.

Pupils will need **to be at school by 8.45am** in order to be registered and onto the coach ready to leave school at 9:15am. We aim to be back to school for **3:15pm**, traffic permitting.

Please make sure your child brings a healthy snack of fruit or vegetables, a packed lunch and plenty of water in a named bottle to drink throughout the day. Children who are entitled to Free School Meals will have a packed lunch provided from the school kitchen, please click on the link below and order your child their packed lunch for the trip. Please can this be completed by **Tuesday 10th February 2026** or it will be assumed that a packed lunch is being provided by home. Please make sure your child brings a suitable rucksack to store this in. Children will be required to wear school uniform on the day and to bring a coat and warm clothing as the museum can be quite cold.

<https://forms.gle/s4NKhFpPbZAK7nW4A> (copy and paste into a new browser if it does not work when clicked).

To cover the cost of this trip, we are requesting a voluntary contribution of **£23.75** per pupil. This includes the transport and the entrance fees for the museum as well as access to 3 separate workshops during the day which support our Spring term learning. Payment will need to be paid on your Arbor app and permission received via admin@norwoodschool.co.uk no later than Tuesday 10th February 2026. Although such a contribution is voluntary, should contributions received by the school render the trip to be considered not viable, it will be cancelled and all contributions will be refunded.

However, in cases of financial hardship and particularly for our families in receipt of free school meals, we may be able to subsidise your contribution. Circumstances such as these will be treated sympathetically; do come and talk to me if this is the case – Mrs Reynolds (Head Teacher).

Please complete the permission slip below and make payment on your Arbor app by Tuesday 10th February 2026. If you have any further questions, please do not hesitate to contact me.

Yours sincerely

Mrs Jones
Class 4 Teacher

Mrs Reynolds
Head Teacher

Year 4 Cambridge Museum of Technology Trip – Tuesday 24th February 2026

Name of Child: _____

I give/do not give permission for my child to go to Cambridge Museum of Technology and to travel on a coach on Tuesday 24th February 2026.

I have paid/will pay **£23.75** on Arbor for the cost of the trip by Tuesday 10th February 2026.

Signed: _____ Parent/Carer

Date: _____