



Headteacher  
Mr. Dale Bateman

## Coopersale and Theydon Garnon C. of E. V.C Primary School

Brickfield Road,  
Coopersale,  
Epping,  
CM16 7QX

Tel: 01992574890

Email: [admin@coopersaletheydongarnon.essex.sch.uk](mailto:admin@coopersaletheydongarnon.essex.sch.uk)  
Website: [www.coopersaletheydongarnon.essex.sch.uk](http://www.coopersaletheydongarnon.essex.sch.uk)

Wednesday 27<sup>th</sup> November 2019

Dear Parents / Carers,

### **YEAR 5 & 6 Science Museum Trip: FINAL ARRANGEMENTS**

Firstly, I apologise for this letter coming so close to the trip. Below are the final arrangements for tomorrow's trip to the Science Museum.

Drop Off at Epping Station	9.10-9.25am	Children should be dropped directly to Epping Station between 9:10am and 9:25am. We will be waiting by the bicycle shed and they should be handed to their teacher, who will check them off of a register.
Collect from Epping Station	4:10pm	Children should be collected from Epping Station. We should arrive back at approx. 4:10pm. If we expect to be later, the school will contact you. However, unless there are hold ups on the tube, we should be no later than 4:25pm, depending on which train we catch. Children will need to be handed over to their adult from the teacher, who will be checking off a list to ensure we see who each child leaves with. If this adult is not going to be a known adult to us, please inform us at drop-off.

#### **What To Bring:**

- Children should be in full school uniform, with outdoor wear appropriate to the weather (coat etc). The school will take no responsibility for lost items such as gloves or hats.
- Children should bring a packed lunch, with plenty of fluids (no fizzy drinks or glass containers).
- Children should have a snack to eat during the afternoon.
- Children should have their provisions in a backpack or similar, that can be carried on their back, leaving their hands free.
- Children should wear comfortable footwear.

Yours faithfully,

Mrs L. Gardiner, Mrs V. Kendell & Mr. M. Cakebread  
Class Teachers