



Highwood Primary School  
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Head of School: Mrs R Welsh

April 2026

Dear Parents and Carers,

**Year 4 Trip to Oxford Castle & Prison:  
Tuesday 30 June 2026**

To support our key question, "*How have our castles made Britain great?*" Year 4 will be visiting **Oxford Castle & Prison** on **Tuesday 30 June 2026**.

We will leave school at 9:00am by coach and return by the end of the school day. During the visit, the children will:

- Climb the original castle tower and mound,
- Take part in a '*Castle Challenge*' workshop
- Enjoy a guide tour of the site led by Oxford Castle staff, who will be in period costume and character.

On the day of the trip, children should wear **school uniform** and **comfortable walking shoes** (such as trainers). Please also ensure they bring a **coat**, as the weather can be unpredictable. As sun cream cannot be applied during the trip, please apply this at home before your child arrives at school if needed.

Children will need to bring a **packed lunch** in a **named bag or rucksack** that they can carry themselves, along with **plenty of drinks**.

If you would like your child to have a school packed lunch for this trip, you must order the lunch via the School Dinner app the **Sunday before the trip**, therefore by **Sunday 28 June 2026**. **Please do not order the hot meal option, please order option under filled rolls.**

We are asking for a voluntary contribution of **£27.54** towards to cost of the trip. Payment should be made via **Arbor** under Trips - **Year 4 Oxford Castle**' by **Friday 12 June 2026**. Please note that without sufficient contributions, we will be unable to run the trip.

Please also complete and return the **off-site permission form** and return to the school office by **Friday 12 June 2026**.

Thank you for your continued support.

Yours sincerely,

Mrs Downes and Mrs Buckley  
Year 4 Teachers

Attached to this form is information regarding an activity. If you wish your child to join in the activity, complete and sign the form and return as indicated in the information.

<b>School: Highwood Primary School</b>		<b>Class or tutor group</b>
<b>Pupil's name:</b>		<b>Date of Birth:</b>
<b>Home address:</b>		
<b>Home telephone no. (incl STD code)</b>	<b>Other numbers (work or mobile)</b>	
<b>How could you be most easily contacted in an emergency?</b>		
<b>Is your child receiving medical treatment at present? If so please give details:</b>		
<b>Please give details of any medical conditions that might affect your child's performance or safety on this activity (please advise of any infectious illness in the 4 weeks prior to departure):</b>		
<b>Please give your family doctor's name and address:</b>		
<b>Please add any further information on a separate sheet as necessary.</b>		

<p><b>Statement</b></p> <p><b>I acknowledge receipt of the information regarding the proposed activity</b></p> <p><b>To: Oxford Castle</b></p> <p><b>On: Tuesday 30 June 2026</b></p> <p><b>And consent to my child, named above, participating.</b></p> <p><b>I agree to staff giving permission for any emergency treatment that the medical authorities deem necessary. I undertake to inform the school of any changes in my child's fitness prior to departure. I have ensured, as far as I reasonably can, that my child understands that it is important to safety that any rules and instructions given by the staff in charge are obeyed.</b></p> <p><b>Signed: .....</b></p> <p><b>Date: .....</b></p> <p><b>Please indicate relationship to child:</b></p> <p><b>.....</b></p>
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