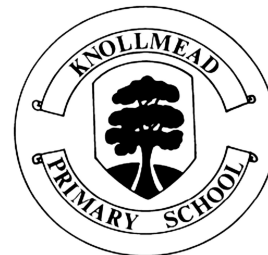


# Knollmead Primary School

Knollmead, Tolworth, Surbiton,  
Surrey. KT5 9QP  
Headteacher: Mr D Tan



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05/11/18

Dear Parent/Carer,

This term Year 6 will be attending the Imperial War Museum at the end of our topic 'A Child's War'. The trip will take place on Thursday 6<sup>th</sup> December 2018.

On this day the children will need to arrive at school at normal time, but **will require a packed lunch**. We will provide a packed lunch for all children entitled to Free School Meals, unless you confirm on the reply slip that you will be providing packed lunch. Please be sure to indicate on the reply slip if you will be providing a packed lunch.

The children will be attending and returning to this event via train, and will be accompanied by a member of staff throughout their learning experience. The return journey will see the children **brought back to Knollmead at approximately 4.00pm**. If your child has permission to walk home they will still be allowed to do so, when they return to school at 4.00pm.

**On Thursday 6th December please ensure your child arrives in full school uniform and with a water bottle.**

The cost of the trip will be £3.25 per child. **The school will no longer accept payment by cash or cheque.** Payment can be made either online via ParentPay or by visiting a PayPoint store. If you do not have your ParentPay login details please contact the school office. If you do not wish to make an online payment through ParentPay you will still need to log onto ParentPay in order to print the appropriate PayPoint Barcode letter and then take it to your local PayPoint store where you can make the payment by cash or cheque. A list of PayPoint stores can be found at [www.paypoint.co.uk/paypointlocator](http://www.paypoint.co.uk/paypointlocator). If you need any assistance with this please contact the school office.

Please sign the attached permission/medical form in order for them to take part.

Yours sincerely,

Mr C van de Wiel

Knollmead Primary School is part of The Coombe Academy Trust, a company limited by guarantee (company number 7905433, registered in England and Wales) that has its registered office at Coombe Boys' School, Blakes Lane, New Malden, Surrey KT3 6NU





