



Aston Academy

Specialising in Maths & Computing

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Dear Parent/Carer

Twycross Zoo – Wednesday 18th July

Please find below some important information regarding your son/daughter's trip to Twycross Zoo.

Prior to the trip, please make sure that they have all the relevant information below from their Group Tutor and that they have gone through all the details listed:

- That your son/daughter has given their mobile telephone number to their tutor
- Have organised to get to the academy on time 8.30am and have arranged to get home at approx 4.30pm
- Have listened carefully to Tutors when they go through the trip risk assessment
- Organise who they are going to spend their time with when they go around the zoo. Should be with at least 2 other people.

On the day:

Students will arrive at school for the usual time of 8.30am and report to Hall 2. There they will wait until their departure time of 9.30am. If you are unable to come to school on the day, for example if you are ill, please telephone the academy to let us know.

Don't forget your mobile phone, packed lunch and any spending money you wish to take. (Please do not take large amounts in case it gets lost). You do not need to wear school uniform but you must dress sensibly and appropriately. Footwear is very important. Avoid fashion shoes and flip flops. Make sure you are prepared for the weather: rain – waterproof coats will be needed as we will be outside all day. If it is sunny, make sure you have a hat and sun cream.

When you are on the coach:

Put your seatbelt on. Your teacher will take a register and will allocate you to a member of staff. They will remind you of the risk assessment and the need for exemplary behaviour. At the zoo you will be representing our academy and excellent behaviour is expected at all times. You will be given an ID card which will say which academy you are from and a mobile number which you can use at any time to contact a member of staff from the academy. Please do this if you are worried about anything at all. Please let your teachers know if you have any questions or feel unwell on the coach.

When you arrive at the zoo:

Your teacher will escort you off the coach and take you to the meeting point. They will check once again that you are all ok, show you where members of staff will be all day, check you have the ID card and then you can go off into the zoo and have a great time.

At the zoo:

Enjoy yourselves. Be sensible and take care, stay with your group of friends, do not go off on your own at any time and behave appropriately.



All adults in school have a responsibility to safeguard and promote the welfare of children.

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Keep an eye on the time – **you will need to be back at your meeting point NO LATER THAN 3.00pm**

Prior to departure:

At 3.00pm your teachers will meet you at the designated meeting point so DO NOT BE LATE. They will register you prior to leaving the park. When everyone is present you will return to the coach where you will be registered once more before departure.

Back at the academy:

The coach is due to arrive back at the academy at approx. 4.30pm. Make sure you leave the coach clean and tidy. Please ask your parents/carers to park in the parking spaces so as not to block the bus turning circle. If we are going to be late your teacher will inform you in good time so that you can let your parents/carers know. When we are back at the academy please be careful travelling home.

If you are expecting a lift home and someone is delayed, a member of staff will wait with you until they arrive. **Do not try and make your own way home.**

Please see your Learning Progress Manager if you have any questions about the trip.

Have a great time!

Yours faithfully

Sarah Deehan
Educational Visits Co-ordinator