



Cottesmore St. Mary

Catholic Primary School

THE DIOCESE OF ARUNDEL AND BRIGHTON



Headteacher: Rachel Breen

14th September 2026

Fishbourne Roman Palace Trip, Thursday 1st October 2026

Dear Parents/Carers

We are planning to take Year 4 to Fishbourne Roman Palace on Thursday 1st October. This visit will help bring our current learning journey, Ancient Rome, to life and focus on Roman Britain and its legacy.

At the Palace, the children will take part in an audio/visual presentation, enjoy a hands-on activity, as well as looking around the wonderful mosaics and buildings and having a good old explore of all things Roman.

Please provide your child with a packed lunch and a bottle of water large enough to last the day (or two smaller bottles) in a small lightweight rucksack. They will also need a waterproof coat and must be dressed in full school uniform. The coach journey will be approximately an hour long, so your child is welcome to bring card games or a book to help pass the time. We ask that no electronic devices be brought.

The voluntary contribution required, in order for this trip to go ahead, is **£30.10** per child. This includes transport, admission, workshops and insurance. Please pay, via Parent Pay, by Tuesday 29th September. Please note, due to the technical problems the school is facing with our MIS system at present, your child will still show on Parent Pay but will be allocated to their Year 3 class. This isn't a problem and you can still pay this way.

If you are unable to pay the full amount by Tuesday 29th September and require a payment plan, please contact the office by Friday 18th September. Sadly, if not enough money is collected by Tuesday 29th September, we will have to consider what we do regarding going ahead as the school cannot afford to subsidise large numbers of children / families who may have not made a payment.

In previous years, some families have been in a position to offer to pay more for a trip, in order to subsidise / support others so it might be that we call on help this way. We will keep you informed. If this is something that you could offer, if needed, please also email the office.

In certain circumstances, e.g. family financial challenge, we are able to part subsidise places but requests for such help are required to be made and a conversation will need to take place. In these circumstances, please do not hesitate to contact the office or your class teacher and we can discuss what we can do to support you, linked to the short term. All such correspondence will be treated with the utmost discretion.

On the day of the proposed trip, we will be leaving school at 8.45am so please make sure that you arrive promptly at 8.30am on that day. We aim to return around 3.15pm, traffic permitting.

We will require 6 parent volunteers to accompany us on this trip. If you are able to help, please let your child's class teacher know as soon as possible.

Yours sincerely,

Mrs Francis, Mrs Christofi and Mrs Tearle (Year 4 teachers)

