



Forest Gate Community School

23rd February 2017
Ref: TB/JM

Forest Lane,
Forest Gate,
London, E7 9BB
Tel: 020 8534 8666
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Headteacher: Simon Elliott

Dear Parent & Carer

I would like to inform you that your child will be attending an educational visit with the Geography department to enhance their learning and contribute to the curriculum.

The group will be visiting **The Royal Botanical Gardens, Kew, Richmond TW9 3AB**. This visit will support the students' learning through workshops and activities targeted at conservation, sustainability and biodiversity.

The date of the visit is **Wednesday 8th March 2017** and the arrangements are as follows:

8:45	Registration in LBS followed by visit briefing
9:20	Depart from FGCS
9:30	Travel from Forest Gate Station to Kew Gardens via TfL rail and London Overground
Groups will be split and assigned to their respective workshops	
15:30	Depart from Kew Gardens
16:55	Arrive at FGCS

- Your child will need to bring a packed lunch for the excursion. If your child is free school meals, a lunch will be provided.
- As this is an educational visit, your child must bring their standard school equipment – this includes a suitable bag and writing equipment.
- On our return to school, students will be dismissed at 5pm. Please make arrangements with your child for their safe return home. If there is a delay in the return time we will put the information on our website.
- In order to finance the educational visit we would request a voluntary contribution of £10. Money should be returned in a sealed envelope to the school office.

As this is an educational visit, you have already given your consent to attend. However if you foresee any problems with your child's attendance, need to specify any medical needs or have any other queries, please contact Mrs Boakye-Mensah by Friday 17th February.

Yours sincerely,

Tochi Boakye-Mensah